

Recruitment requirements for the position of Head of the Procurement Transformation Project office

I. Information about the vacant position

1.	Title of the vacant position	Head of the Procurement Transformation Project office
2.	Title of the structural division	Transformation Department, Procurement Transformation Project Office
3.	The employee's direct supervisor	Head of Transformation Department
4.	Availability of subordinates <i>(number, position)</i>	Subordinated to more than 5 employees, including employees of departments involved in the procurement transformation process
5.	Tasks and functional responsibilities	<ul style="list-style-type: none"> - Organization of activities and general management of the project office; - Development and implementation of the company's procurement management methodology; - Selection, implementation, support and development of an information system for planning needs, and monitoring procurement procedures; - Creation of a budget control system according to the demand plans and a summary of the plan with the fact of expenses; - Management and coordination of work on automation and optimization of processes; - Supervision of the health status of the system, identification of bottlenecks that hinder the operation of the procurement system; - Ensuring compliance with the Company's policies and procedures; - Organization of measures to improve and optimize all work carried out on the supply structure; - Monitoring the performance of all activities in accordance with approved technical specifications, concluded contracts and projects; - Building a system that counteracts the manifestation of the corruption component (forensics).

II. Requirements for the candidate

1.	Age (from ... to...)	Aged from 30 to 50
2.	Gender	Any
3.	Place of residence	Any
4.	Education (degree)	Higher education
5.	Academic specialization	- Marketing/ Economics/Finance/Business
6.	Work experience	<ul style="list-style-type: none"> - Work experience in a large international company; - Work experience in an international company in a managerial position for at least 3 years; - Work experience of at least 5 years in the field of supply and logistics; - Experience in projects on transformation and/or automation of the procurement/supply system; - Work experience as the head of the purchasing department and/or deputy director and/or Director of Supply for at least 3 years; - Experience in implementing automated systems for the procurement system (1C, SAP);
7.	Specialized skills	<ul style="list-style-type: none"> - Having the knowledge of the requirements of international financial institutions (IFIs) for supply systems; - Having the knowledge of regulatory documents, acts and laws in the field of public procurement/supply; - Understanding the main components of the transformation of the procurement system; - Having the knowledge of work on the formation of needs, procurement procedures, logistics, budgeting; - Experience in the control of operational activities of supply. - Competence, responsibility, professionalism;
8.	Language skills	- Fluent in Russian and English;
9.	Computer skills	- Confident PC user (Primavera, Power BI, 1C, SAP (Ariba, S/4 HAMA), MS office, etc.);
10.	Driving license (<i>availability, category</i>)	Not mandatory

III. Terms of cooperation

1.	Employment form <i>(in the office/remotely, part-time/full-time, on staff/ under a civil contract, fixed-term contract/indefinite contract, part-time work, etc.)</i>	In the office, full-time, under a civil contract <i>(for 12 months with extension)</i>
2.	Work schedule <i>(starting time, ending time, working hours per week, off-days)</i>	In accordance with the working schedule of Administrative management of the personnel of "Uzbekneftegaz" JSC
3.	Overtime work	In accordance with the requirements of the project
4.	Trial period	3 months
5.	Business trips <i>(often, rarely, sometimes, never)</i>	In accordance with the requirements of the project and by order of the Company's management.

IV. Additional requirements

1.	Certificates	Certificates of CPS, CPS, CCCP, COM, CPU;
2.	Having a foreign passport / sticker	Not mandatory
3.	- Personal qualities	- High level of analytical thinking; - Result orientation, innovativeness, enthusiasm; - High consistency and flexibility of thinking, consistency of work; - High efficiency and motivation for results; - Ability to work with a team; - Working in multitasking mode; <i>*evaluated during the interview</i>
4.	Preferable industries	Energy; Light/Heavy industry;
5.	Search restrictions <i>(which candidates will not be considered)</i>	Not meeting the above requirements

**Deputy Head
of Transformation Department**

R. Mamayusupov