

JOB ADVERTISEMENT

Position: **Executive (Procurement)**

Section: **Centralised Procurement,
Corporate Services Division**

Category: **Junior Management**

JOB PURPOSE:

This position is responsible to plan, facilitate and coordinate procurement activities to support the operational needs of Suruhanjaya Tenaga (ST). The role includes ensuring compliance with procurement policies and procedures, managing supplier relationships and supporting effective procurement planning and contract administration.

JOB RESPONSIBILITIES:

- Implement and coordinate procurement processes to ensure efficient, transparent and cost-effective procurement of goods and services in supporting ST's operational requirements;
- Conduct market analysis, supplier assessments and vendor engagement activities to establish and maintain a reliable and sustainable supply chain ecosystem;
- Assist in managing the end-to-end contract administration process including preparation, review, negotiation, execution, monitoring and renewal of contracts in compliance with organisational policies and procedures;
- Coordinate with relevant internal stakeholders including legal, finance and user departments to ensure procurement activities, documentation and approvals are properly managed and compliant with regulatory and governance requirements;
- Prepare procurement plans, reports, documentation and management updates to support operational planning, decision-making and performance monitoring of procurement activities;
- Support continuous improvement initiatives by reviewing procurement processes, identifying opportunities for enhancement and implementing innovative methodologies, systems and sustainable procurement practices;

- Provide guidance, support and training to internal staff on procurement processes, policies and best practices to ensure effective implementation and compliance; and
- Carry out other duties as directed by the superior from time to time.

REQUIREMENTS:

- Bachelor's Degree in Finance, Accounting, Business Administration, Supply Chain Management or other related fields of study from university accredited by the Government;
- Minimum 5 years working experience as Procurement Executive that executes full procurement process, administer contracts or manage suppliers;
- Proactive with strong networking and relationship building skills;
- Possess good interpersonal skills, strong analytical skills and problem-solving capabilities;
- Possess a positive outlook, disciplined and results-oriented; and
- Excellent command of both written and spoken Bahasa Malaysia and English.
- Candidates with the following additional knowledge / experience shall have an added advantage:
 - Knowledgeable in financial evaluation, budgeting and commercial analysis
 - Knowledgeable in procurement governance, compliance and risk management
 - Experienced in using procurement systems, data analysis and reportings

Kindly email your application to recruitment@st.gov.my .Shortlisted candidates who meet the above criteria will go through a thorough selection and assessment process.