

## Procurement & Project Manager

**Full-time Position**

**Dubai, UAE**

**Date Posted:**

**October 15<sup>th</sup>, 2017**

**Closing: December 31<sup>st</sup>, 2017**

### About the Opportunity:

The Procurement & Project Manager's duties will include, but not limited to, identifying and evaluating suppliers, developing strategies for addressing logistical barriers, negotiating and closing supply contracts, monitoring use of materials and resources, and will ensure a high quality of record keeping and compliance. They will also be responsible for the overall supply chain management.

In addition, they will support project development in the EPC selection process and closure of contracts.

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### Primary Duties and Responsibilities

- Ensure project purchases are made in a timely, flexible, accurate and cost-effective manner.
- Liaise with and manage relationships with third parties, including complaint resolution.
- Provide and maintain subcontractor, supplier and corporate insurance policies.
- Support project development by creating request for quotations including technical requirements and project specifications.
- Negotiate pricing and terms & conditions of contracts with third parties.
- Liaise with external service providers for studies and due diligence.
- Create scopes of work for projects with the Technical Team.
- Issue purchase orders for procurement and expedition of materials, equipment, and other resources identified.
- Ensure compliance with project budgets, providing an analysis of deviations reports.
- Handle change order requests
- Provide accurate forecasting reports for resourcing needs with the Technical Team.
- Manage a clear and up to date inventory of resources including all equipment.
- Strategically plan and manage logistics, warehouse, transportation and customer services across all projects.
- Oversee the implementation of a working system that monitors stock levels of resources, delivery times, transport costs and shipment schedules.
- Manage conflict resolution throughout active and/or closed projects.
- Supervise and train warehouse operatives and document control workforce.
- Support project development in the EPC selection process and closure of contracts.
- Prepare, analyze and report on solar industry trends for assessment of short-term and long-term strategic sourcing goals.
- Coordinate with the Operations, Legal, and Finance teams for management of strategic planning and project deliveries.
- Perform quality vs. cost analysis of solar energy generation and storage products.
- Provide forecasting and strategic planning of cost trends within the solar industry on a global basis.
- Develop cost projections and contracting recommendations that influence the decision-making of senior management.
- Develop and maintain contacts and relationships with major equipment manufacturers, suppliers and contractors active in the solar industry
- Implement a process of measuring vendors and contractor's performance and for monitoring possible risk exposure

- Prepare and review contracts, bids, proposals, and vendor agreements for legal correctness, price, and suitability of items to specifications.

### **Qualifications**

- 10 years' experience in the construction industry with a focus in purchasing and logistics.
- Experience in the photovoltaic construction industry.
- BSc in Mechanical or Electrical Engineering is required, MBA would also be highly desirable.
- Previous experience working in the Middle East would be advantageous.
- Professional fluency in English is a must; French language would be an advantage.

### **Personal Characteristics**

- Ability to prioritize and multitask across high level projects and a fast-paced environment.
- Capable of working as part of an international team of skilled professionals including multiple stakeholders.
- Strong ability in accurately reporting the status of construction based projects.
- Excellent negotiation skills.
- Outstanding problem-solving abilities.
- High level of time management and prioritization skills.
- Record of successful distribution and logistics management.

#### **About Phanes Group**

Phanes Group is an international solar energy developer, investment manager and asset manager, strategically headquartered in Dubai, UAE. Established in 2012, Phanes Group has a growing portfolio of solar investments and developments spanning multiple geographies, with a distinct focus on emerging markets - especially MENA and sub-Saharan Africa. Phanes Group is currently delivering the Middle East's largest distributed solar project (the DP World Solar Programme) and the largest solar project in the Caribbean (Monte Plata). Cumulatively, the company's clean power contribution is in excess of 70 megawatts, with a further 1.5 GW under development or at the planning stage around the world. In 2016, Phanes Group launched a dedicated asset construction division and broadened its footprint in sub-Saharan Africa with the opening of satellite offices in Nigeria and South Africa.