# POSITION SPECIFICATION

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| **Position** | Head of IT Procurement |
| **Company** | DFI Retail Group |
| **Location** | Based out of Hong Kong, supporting the markets below -  (Hong Kong, Taiwan, China, Malaysia, Singapore, Vietnam, Cambodia, Indonesia, Philippines) |
| **Reporting Relationship** | Non-Trade Procurement Director |
| **Website** | <http://www.dairyfarmgroup.com> |

# COMPANY BACKGROUND / CULTURE

DFI Retail Group is a leading pan-Asian retailer and operates across four broad formats: Food (including Supermarkets, Hypermarkets and Convenience stores), Health & Beauty, Home Furnishings, and Restaurants. The Group has operations in 12 markets and operates multiple formats in most markets to satisfy different customer segments and trades under well recognised brands.

At DFI Retail Group, we strive to give our customers across Asia a store they TRUST, delivering QUALITY, SERVICE and VALUE. When it comes to retail skills, our team members are the envy of the industry. We cultivate an organisational culture where team members can learn and grow by creating a workplace that attracts great people, builds capability, promotes talent and inspires excellence.

We are passionate about sharing our know-how and finding synergies across our businesses in Asia. Cooperation between store operations, supply chain & logistics, and store support centre is complemented by a culture which values sustainable results, teamwork and integrity. At the heart of our cultural values is a strategic priority to build strong customer focus retail models in each of our businesses.

We also believe in giving back to and supporting the communities in which we live and work. At the Group level, we support community initiatives benefiting people suffering or recovering from mental illnesses and the promotion of mental health awareness in Hong Kong and Singapore. At the country level, many of our businesses enthusiastically develop and support various local corporate social responsibility activities to promote sustainability and health & wellness in their communities.

DFI Retail Group is a member of the Jardine Matheson Group.

**OUR MISSION**

To give our customers across Asia a store they TRUST, delivering QUALITY, SEVIRCE and VALUE.

**DFI Retail Group Values:**

* We put our customers first… always
* We respect each other
* We do the right thing
* We care passionately

**NON-TRADE PROCUREMENT**

The Group Non-Trade Procurement is currently in its fourth year of transformation, focusing on enhancing capability, technology utilization, and processes. Our aim is to provide the best value for money and commercial outcomes while maintaining the highest standards of goods and services for our internal stakeholders and customers. We prioritize sustainability, net-zero goals, and ethical sourcing.

Since 2020, we have achieved savings of US$220m and implemented transparent spend/savings reporting and introduced stricter spend controls. Our procurement and commercial support extend to IT, Marketing, Professional Services, Property, Retail, and Supply Chain across all DFI Retail Group markets and Banners.

Looking ahead, our procurement activities will involve supporting the modernisation of the customer experience in both our physical stores and online platforms as well as focusing in supporting DFI to deliver our net zero targets. We will collaborate with suppliers and strategic partners to bring innovative solutions that enhance efficiency, service quality and supports our environmental agenda. This will enable our stakeholders within DFI Retail Group to provide the services our customers desire.

The Non-Trade Procurement team’s vision is to:

**Be a respected team that our partners want to work with**

**THE ROLE**

The role is a ‘Group Head’ of position, vertical & horizontal management accountabilities. The role will be focused on the Group IT Procurement Function.

The Non-Trade Procurement Professional Standards outline the attributes required for this role. In summary:

* **KEY RESPONSIBILITIES**
  + Team leadership
    - Motivating and coaching the Non-Trade Procurement teams in the mentioned markets.
    - Setting annual objectives and managing performance in line with company policies.
    - Overseeing team member attendance, sickness, holiday approvals, and well-being.
    - Setting strategic direction and delivering transformation projects with the Non-Trade Procurement leadership team.
    - Ensuring adherence to spending controls and procurement policies.
  + Delivering strategic procurement projects including:
    - Conducting market research on procurement categories.
    - Developing and reviewing business cases.
    - Gathering and analyzing internal spend and supplier performance data.
    - Agreeing and setting complex procurement strategies, including negotiation strategies.
    - Agreeing on appropriate contract terms and commercial schedules for procurement projects.
    - Drafting and quality-assuring procurements for both themselves and team members.
    - Launching procurements through the e-Sourcing tool.
    - Agreeing on evaluation approach and educating stakeholders on evaluation methodology.
  + Engage and work with multiple senior stakeholders across markets and the responsible Functional Executives for the areas managed to ascertain business needs and identify risks and issues, share saving performance vs sales data, and market insights to influence business strategies.
  + Lead in procurement and contract negotiations.
  + Contract award including managing the Docusign process and storing contracts on our Contract Database.
  + Have a strong risk mindset including identifying and managing mitigation and contingency actions.
  + Agree on appropriate contract management approaches for procurement projects and assess supplier performance, promoting continuous improvement and innovation.
  + Complete the appropriate governance processes e.g. Non-Trade Procurement panel or ITEC for projects over US$500K.
  + Owning strategic procurement projects and procurement change projects.
  + Developing category plans and identifying risks, issues, and opportunities to generate improvements in the business operations including analyzing spend data v budgets v contractual commitments.
  + Supporting the completion of Non-Trade Procurement reporting including:
    - Saving tracker and saving approvals
    - Supplier control
    - Team meetings
  + Ensures compliance with legal, regulatory, and security requirements. e.g., Cyber Security.
  + Ensure integrity and ethics are sustained throughout the procurement process.
* **PROFESSIONAL EXPERIENCE/ QUALIFICATIONS**

Essential

* + 10 to 15 years of Procurement experience.
  + Experience in IT Procurement is needed.
  + Ambition to continue to develop a career in procurement.
  + Experience in leading multiple teams across different cultures and also be able to work independently.
  + Strong attention to detail and strong numeracy and analytical skills.
  + Be a good problem solver.
  + Proactive, self-motivated, well-organized, efficient, and ability to work under pressure.
  + Strong communication, influencing, and negotiation skills.
  + Achievement and goal-oriented with good organization skills, and ability to manage multiple activities simultaneously.
  + Strong computer literacy skills with excellent MS Office skills.
  + Language in English.

Ideal

* + Degree or equivalent.
  + CIPS member.
  + Experience working in a procurement team and/or in a retail and multi-market preferred.
  + Language in Bahasa, Cantonese, Mandarin are beneficial.