

# United Arab Emirates Jobs Expertini®

**Vendor Management Unit Head - Department of Culture and Tourism - Abu Dhabi  
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Company: Qureos Inc

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

**Job Title : Vendor Management Unit Head**

**Department : Technology Department**

**Section : Strategy & Business Partnership Section**

### **Role Purpose**

Manage and maintain vendor relationships with targeted and potential vendors, negotiate related contracts, create vendor standards, and find best available vendors in order to successfully accomplish plans and objectives of the Technology Department.

### **Key Responsibilities:**

#### **Annual Planning:**

Contribute to the development of the Technology's department annual business plan in order to ensure that the unit's activities and plans are aligned and congruent with the needs and plans of the department.

#### **Contracts and Vendor Management:**

Monitor and measure the fulfillment of contractual obligations, and ensure comprehensive compliance with established DCT and the department's standards and guidelines.

Lead on the development of strategies to address compliance failures, and regularly identify improvement opportunities in-line with the defined objectives.

Lead on identifying required changes, evaluate impacts, and liaise with stakeholders to identify implications and consequences and provide technical recommendations for improvements.

Review SOW documents in accordance with procurement policies in preparation and issuance for RFQ's, RFI's and RFP's ensuring alignment with the department's priorities and objectives.

Manage the negotiation of existing vendor contracts, and identify new vendor contracts and contribute to managing the implementation of service improvements actions for the overall technology department in-line with the goals.

Lead on dealing with and escalating any pain points and issues related to vendors, including managing communications between the vendor and the Technology team in relation to such issues.

Manage liaising with stakeholders to ensure identification of continuous improvements through benchmarking analysis.

Contribute to conducting benchmarks and utilize vendor's performance data to ensure that vendor performance is regularly reviewed and monitored.

Ensure updating vendor database with vendor pre-qualification, background checks, on-boarding, status and currency of registration (trade and commercial licenses etc.) in-line with DCT's guidelines.

### **Shared Activity:**

Ensure effective cascading of the functional strategy into section business plans to ensure vertical alignment and horizontal integration with other interfacing sectional strategies.

Lead the identification of opportunities for continuous improvement and sustainability of systems, processes and practices considering global standards, productivity improvement and cost reduction.

Carry out any other duties and responsibilities related to the role at the request of the direct manager.

Manage and ensure effective implementation of functional policies, procedures and controls covering all areas of assigned section activity so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service.

Follow all relevant departmental policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.

Demonstrate compliance to organization's values and ethics at all times to support the establishment of a value drive culture within the organization.

Contribute to the identification of opportunities for continuous improvement and sustainability of systems, processes and practices considering global standards, productivity improvement and cost reduction.

**Qualifications:**

Bachelor's degree (Master's degree preferred) in Computer Science, Procurement, Vendor Management, Finance or equivalent.

Certifications in IT CCNA, ITNL MCSE, CISSP, PMP is preferred.

**Experience:**

At least 5 to 7 years' of experience in vendor management or equivalent with at least 3 years of experience in a managerial position.

**Skills:**

Full professional English proficiency both in speaking and writing

Arabic bilingual desirable but not mandatory

Skilled in MS Office (PowerPoint, Word and Excel)

Administrative skills and attention to detail

Self-motivated with a proven ability to complete work in a timely manner

Expert knowledge on rebates schemes, preferably accustomed with UAE best practices

Experience with business planning and cost reduction

Extensive experience with program management related to finance and policy

Ability to build and maintain strong relationships with key stakeholders and vendors

Ability to analyse problems, identify alternative solutions, anticipate consequences, and provide excellency in execution: committed to deliver work with high standards of quality

Thorough understanding of information technology procedures and practices

Thorough understanding in performing risk, business impact, control and vulnerability assessments

Ability to develop concepts and business cases for new investments

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