

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: SUPPLY MANAGEMENT Level B, Pay Grade 8

LEVEL DEFINITION	This level covers positions responsible for managing business projects and activities, or the acquisition of significant high value or complex procurements.
TYPICAL RESPONSIBILITIES	May include: managing business projects; participating in business process re-engineering and planning; developing business plans and conceptualizations; ensuring procurement policy and process compliance; acting as liaison with project stakeholders, other public sector institutions, granting agencies and government bodies; acting as procurement expert.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding all levels of acquisitions and major contracts; the management of projects and the development of business plans and authorizes purchases in accordance within the position's specified University signing authority.
SUPERVISION RECEIVED	Works independently within established policies and guidelines to meet defined objectives and goals. Work is reviewed in terms of achievement of desired project outcomes.
SUPERVISION EXERCISED	May manage staff or provides technical direction to others.
MINIMUM QUALIFICATIONS	University degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.