|  |
| --- |
| **Position Description valid from: responsible:** |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| **Basic data** | Role description | | |  | **Org unit** | | |  | | | |
| **Position Objective** | | | | | | | | | | |
| To ensure strategic purchasing and transparency for the relevant material fields; To select reliable supply sources, approve POs/requisitions as well as supervise purchasing, control contractual obligations (e.g. pricing, quality, timely delivery). | | | | | | | | | | |
|  | | | | | | | | | | |
| Department area | |  | | | | | | Function | |  |
|  | | | | | | | | | | |
| **Contacts**  (internal / external) | | | | | | | | | | |
|  | | | | |  | | | | | |
|  | | | | | | | | | | | |
| **Tasks** | Areas of responsibility/tasks | | | | | | | | | | |
| Priority | What – How – Why | | | | | Responsibility | | | Measuring criteria | |
| 1 |  | | | | |  | | |  | |
| 2 |  | | | | |  | | |  | |
| 3 |  | | | | |  | | |  | |
| 4 |  | | | | |  | | |  | |
| 5 |  | | | | |  | | |  | |
| 6 |  | | | | |  | | |  | |
| 7 |  | | | | |  | | |  | |
| 8 |  | | | | |  | | |  | |
| 9 |  | | | | |  | | |  | |
| 10 |  | | | | |  | | |  | |
|  |  | | | | |  | | |  | |
|  | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Competences** | | | | | | | |
| **Knowledge** | *Specific* ***techniques*** *are used in the function (for carrying out a specific task [****process****] in order to meet specific requirements [****market****])* | | | | | | |
| **Techniques** | | | | **Level** | | |
| Bas | Adv | Exp |
| Professional specialist knowledge | | | |  |  |  |
| Technical product knowledge | | | |  |  |  |
| Quality knowledge | | | |  |  |  |
| Commercial knowledge | | | |  |  |  |
| Knowledge of contract law | | | |  |  |  |
| IT tools and methods | | | |  |  |  |
| Language knowledge | | | |  |  |  |
| Process knowledge | | | |  |  |  |
| Negotiating skills | | | |  |  |  |
| Presentation/method skills | | | |  |  |  |
| Project management | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | | | | | |
| **Experience** |  | Necessary (now and in future) | | | | | |
| **Professional**  **experience** |  | | | | | |
| **Project experience** |  | | | | | |
| **Management experience** |  | | | | | |
| **Intercultural experience** |  | | | | | |
|  | | | | | | | |
| **Skills** | *What* ***skills*** *are* ***particularly relevant*** *for the function (focus on max. 6 out of 17)* | | | | | | |
| Analysis skills Adaptability Coaching and mentoring Assertion skills Decision-making skills  Profit orientation Design skills Initiative Communication skills Customer orientation Learning skills  Motivation skills Networking skills Planning and organisation skills Strategic thinking Team skills Modification skills | | | | | | |
|  | |  |  | | | |
|  | | | | | | | |

|  |  |
| --- | --- |
|  | |
| **Other** | **Additional requirements** |
|  |
|  | |