

# Country Procurement Manager

Job ID  
REQ-10052193  
May 18, 2025  
Malaysia

## Summary

The Country Procurement Manager is responsible for leading or supporting one or more Procurement categories and/or serving as the key procurement contact to one or more business areas (e.g. division(s), franchise(s), corporate function(s)). The role is accountable for implementing the global Procurement strategic goals on country level for the area of responsibility and successfully managing relevant KPIs in regard to productivity, compliance metrics, processes, customer satisfaction and (if applicable) people development. Implement Master vendor concepts to deliver value and reduce procurement touch. The role is also accountable for successfully managing and developing relationships with stakeholders in their area of responsibility, and with key suppliers on in their area of responsibility to increase value for Novartis. The Country Procurement Manager manages effective communication in between Procurement functions and stakeholders/suppliers.

## About the Role

### MAJOR ACCOUNTABILITIES

- **Implement country/cluster strategic goals from overall Procurement strategy.**
  - Accountable productivity/cost efficiency targets in their area of responsibility.
  - Accountable for key compliance metrics such as PO-compliance, process compliance in their area of responsibility. Support centrally led processes (e.g. NFCM, FPC etc).
  - Successful implementation of global, regional, and country projects across categories & functions, support stakeholder alignment and customer satisfaction.
  - Manage quality of the country/cluster end-to-end Procurement process including compliance to policies, strategies, and processes. Support seamless integration of capability centres into the end-to-end process.
- **Manage relationships with stakeholders.**
  - Serve as key contact for stakeholders in their area of responsibility. Build effective relationships of mutual trust and understanding.
  - Understand business priorities and ensure Procurement activities effectively support business strategies.
  - Transmit relevant business insights to global/regional Category Management as well as to sourcing managers and buyers.
- **Manage supplier relationships.**
  - Manage and build effective relationships with key suppliers in their area of responsibility to drive value for Novartis through cost effectiveness and access to innovation.

- Ensure effective local implementation of global supplier strategies (e.g. implementation of strategic suppliers, contracting principles, execution of global/regional contracts).
- Manage local supplier landscape in their area of responsibility in line with business strategies & global Procurement goals and strategies (e.g. payment terms, manage tail spend, local supplier management process).
- **Ensure effective communication.**
- Ensure effective communication between the different Procurement functions, such as Operations, Capability centres, global/regional category management, compliance.
- Serve as the key contact for key stakeholders and ensure that business needs/requirements are reflected in procurement activities.

## **KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS**

- Cost Savings / Productivity
- Payment terms improvement
- Responsible for procurement compliance in the area of responsibility (competitive bidding, contract compliance, etc.)
- Customer satisfaction
- Process efficiencies
- Timely implementation of process standardization including technology roll out (e.g. procurement systems, P2P cycle, SOP implementation)
- Supplier landscape: maintain supplier roster, supplier management process, reduction of tail spends, access to innovation.

## **EDUCATION EXPERIENCE**

### **EDUCATION:**

- University/Advanced degree is required.
- Bachelor's degree in business, Organization development, Human resource management or similar preferred.
- Additional qualifications (CIPS, Project Management, etc.) or similar professional qualifications preferred.

### **EXPERIENCE:**

- 3-5 years of procurement experience in a large multinational organization.
- 3-5 years of experience in managing people and teams in an international environment.
- Experience in change management and leading through change.
- Ability to influence and manage senior stakeholders.
- Proven track record of successful supplier negotiation and management.
- Proven track record of developing the saving target and bringing value-added procurement processes.

## **LANGUAGES**

Fluent spoken and written Mandarin and English.

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Procurement

Job Type

Full time

Employment Type

正式

Shift Work

No

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