

Business Unit Head Office	SUBJECT	DOCUMENT No. 1
	ACTIVITY PROFILE: IT PROCUREMENT & PROJECT ADMINISTRATOR	REVISION No. 00
		WRITTEN BY: VM
		APPROVED AND DATED: 2026/06/02

1.0 SCOPE

All functions, duties, and responsibilities of the IT Procurement & Project Administrator

2.0 PURPOSE

The purpose of this role is to ensure the efficient and cost-effective procurement of IT goods and services while supporting the coordination, administration, and successful delivery of IT projects across the business through effective planning, stakeholder engagement, and process management.

3.0 POSITION

IT Procurement & Project Administrator

4.0 DEPARTMENT

Information Technology (IT)

5.0 REPORTS TO THE

Group IT Manager / IT Operations Manager

6.0 ORGANOGRAM

Yes

8.0 RESPONSIBILITIES/ACCOUNTABILITIES

IT Procurement

- Manage procurement of IT hardware, software, licenses, and services
- Source quotations, evaluate pricing, and engage suppliers
- Create and manage purchase requisitions and purchase orders
- Track deliveries and ensure timely receipt of goods/services
- Maintain procurement records and IT asset registers
- Monitor stock levels of critical IT equipment
- Coordinate software renewals and maintenance agreements
- Support vendor onboarding and performance tracking
- Ensure compliance with procurement policies and approval processes
- Liaise with Finance and suppliers on invoice/payment queries
- Assist with budget monitoring and cost control initiatives

Project Administration

- Support planning, coordination, and tracking of IT projects
- Maintain project plans, schedules, risk registers, and logs
- Coordinate meetings, workshops, and stakeholder engagements
- Track project milestones, timelines, and deliverables
- Prepare reports, documentation, and presentations
- Follow up on action items with internal teams and external vendors
- Ensure proper document control and version management
- Support project governance and compliance requirements

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- Assist with resource planning and project procurement needs

Administrative & Strategic Support

- Provide administrative support to the Group IT Manager
- Assist with IT strategy execution and cross-divisional coordination
- Support procurement and project initiatives across business units
- Foster strong internal stakeholder relationships
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9.0 Qualifications & Experience

- Diploma or Degree in:
 - Information Technology
 - Supply Chain / Procurement
 - Business Administration or related field

Experience

- 3–5 years' experience in:
- IT procurement and/or asset management
- Project administration or coordination
- Experience working with suppliers, contracts, and procurement systems
- Exposure to IT environments (hardware, software, licensing)

Skills & Competencies

- Strong organisational and administrative skills
- Knowledge of IT procurement processes and systems
- Excellent communication and stakeholder management ability
- Strong attention to detail and documentation control
- Ability to manage multiple priorities simultaneously
- Negotiation and vendor management skills
- Strong analytical and problem-solving abilities
- Advanced Microsoft Excel and reporting skills
- Familiarity with project management tools

Personal Attributes

- Professional and dependable
- Proactive and solution-driven
- High integrity and confidentiality
- Strong time management and deadline adherence
- Ability to work under pressure
- Customer-focused mindset
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