



Career Opportunity

IT Business Management Officer

First Capital Shared Services Ltd is looking for an experienced and skilled professional to join our IT team as **IT Business Management Officer**.

As an IT Business Management Officer, you will be responsible for supporting financial management and procurement activities across multiple African markets, ensuring best practices, compliance, and cost optimization. You will work closely with various stakeholders and suppliers to support procurement operations for the group's Information Technology.

Key Responsibilities

Budget Management

- Assist in updating and monitoring budgets to ensure alignment with financial goals.
- Help prepare and maintain budget management dashboards for real-time tracking and reporting.
- Collaborate with IT teams to forecast procurement expenditures and manage budget variances.
- Provide regular budget updates and analysis to senior management.

Strategic Sourcing & Procurement Management

- Assist in developing and implementing procurement strategies that align with the group's business objectives.
- Support sourcing initiatives, supplier evaluations, and negotiations to secure the best value for goods and services.
- Help manage the procurement lifecycle, from requisition to contract execution, ensuring transparency and efficiency.
- Identify opportunities for cost reduction and process improvement

Supplier & Contract Management

- Build and maintain strong relationships with key suppliers.
- Assist in conducting supplier performance reviews and managing contracts.
- Ensure vendor compliance with local and international procurement regulations.

Compliance & Risk Management

- Ensure all procurement activities adhere to company policies and ethical sourcing principles.
- Maintain procurement records and assist in preparing reports for audits and governance reviews.

Collaboration & Process Optimization

- Work closely with internal stakeholders, including finance, IT, legal, and operations, to align procurement with business needs.
- Utilize technology and procurement systems to improve efficiency and reporting.

- Support continuous improvement initiatives in procurement processes.

PO Administration Tasks

- Work closely with internal stakeholders, including finance, IT, legal, and operations, to align procurement with business needs.
- Utilize technology and procurement systems to improve efficiency and reporting.
- Support continuous improvement initiatives in procurement processes.

Qualifications and Skills

- Bachelor's degree in Procurement, Supply Chain Management, Business Administration, or a related field.
- Professional certification (e.g., CIPS, CPSM) is an advantage.
- Minimum 3+ years of procurement experience.
- Experience in the banking/financial sector is preferred.
- Proficiency in ERP and procurement systems.
- Strong negotiation, analytical, and stakeholder management skills.
- Ability to manage multiple priorities in a fast-paced, multinational environment.

How to apply

To apply, please submit your application using the below link no later than 15 March 2025:

<https://fcssl.cloud.processmaker.net/webentry/17/application-form?country=MU>

Please note that only shortlisted candidates will be acknowledged.

