**NAME: SURNAME: ID NO:**

**Please rate your current capability in the last column for each of the competency areas. Honesty is important as these competencies will be tested in the interview process and your self-assessment will form part of an employment contract should you be successful. A low rating does not mean that your application will be unsuccessful, however it will also assist us in determining an appropriate development plan for selected candidates.**

| **Skill or Competency** | **Novice (1)** | **Competent (2)** | **Proficient (3)** | **Expert (4)** | **Self-Assessment Rating**  **1,2,3 or 4** |
| --- | --- | --- | --- | --- | --- |
| Procurement processes and procedures | I have very limited knowledge of changing procurement processes and procedures | I have basic knowledge of changing procurement processes and procedures, but require guidance and support | I understand and can apply methods to change procurement processes and procedures in most situations | I have in-depth knowledge and expertise in process and procedure changes, and can provide guidance and support to others |  |
| Negotiation | I have not yet been involved in negotiation | I can engage in basic negotiation, but may struggle in complex or challenging situations | I can effectively negotiate in most situations, I can demonstrate past results achieved | As an expert negotiator, I can effectively manage complex or challenging negotiations and always achieve results |  |
| Communication | I prefer admin work as I struggle to communicate effectively with internal and external stakeholders | Can communicate effectively with internal and external stakeholders in most situations, but may need the support of my manager when communicating with stakeholders senior to me | Can effectively communicate with internal and external stakeholders in a range of different situations, and can independently manage complex situations | As an expert communicator, I can effectively manage complex or sensitive communication situations and reach agreement |  |
| Relationship management | I have not had a role where I have had to build and maintain positive relationships with suppliers | I can build and maintain positive relationships with suppliers in most situations, but may struggle with difficult or challenging relationships | I can effectively manage a range of supplier relationships, and can speak to them with knowledge and authority | As an expert in relationship management, I can effectively manage difficult or challenging supplier relationships and build rewarding partnerships |  |
| Contract Management | I have not been exposed to negotiating contractual terms with suppliers before | I have knowledge of simple contracts but I struggle when it comes to more complex contracts | I have compiled supplier contracts in previous roles, and can ensure that terms are agreed that will deliver the required performance. When needed I know when to refer for additional legal advice | With experience I have expert understanding of commercial law, I can review existing contracts and can draft new supply agreements |  |
| Strategic Sourcing | I have limited understanding about what Strategic Sourcing is but I am willing to learn. I am able or willing to analyse Excel data, negotiate, evaluate tenders using a matrix template and manage suppliers | I have heard of strategic sourcing and have to some extend been exposed to analysing data, researching the supplier market, developing a sourcing strategy, issuing an RFx and implementing the agreement | I know the Strategic Sourcing Methodology and have experience implementing the key steps. I have at least 2 years’ experience in implementing strategic sourcing projects with demonstrable results | I know the Strategic Sourcing Methodology and have experience implementing the key steps. I have at least 5 years’ experience implementing strategic sourcing projects with demonstrable results |  |
| Analytical Skills (Supply Market Analysis) | I have limited understanding on how to conduct a Supply Market Analysis | I know the steps for Supply Market Analysis and I have experience researching the competitive dynamics of supply market positioning but I struggle with more complex and technical supply markets | I have conducted numerous supply market assessments in previous roles and easily identify gaps that can be exploited. Where needed I bring in subject matter experts to assist me in highly technical areas | I have conducted numerous supply market assessments in previous roles and easily identify gaps that can be exploited. I am an expert at research methods and will be able to find answers through research for technical/complex assessments. |  |
| Analytical Skills (Cost Management) | I can evaluate and compare items based on price | I understand the difference between price and cost and can easily design strategies that ensure the most effective solution is developed for the business | I understand the principles of “Total Cost of Ownership”. I can develop a TCO model | I have experience developing a “Total Cost of Ownership” model. I understand the concept of lifecycle costs and can unpack what factors contribute to cost and build a TCO comparison |  |
| Analytical Skills – Data analysis (Excel) | I have basic MS Excel skills but I am willing to learn more advanced methods | I can compare and analyse spreadsheet data in MS Excel. I am able to create and use pivot tables | I have advanced Excel skills and understand how to use Pivot reports, V-Lookup, Chart design and other advanced skills | I am an expert with Excel, I can design macros with ease and understand how to configure complex mathematical formulas to do a complex evaluation |  |
| Project Management | I know what project management is but I have not used a project plan or managed a project | I know how to do project planning to ensure we meet the project goals in the agreed time | I am able to compile a project plan, understand critical milestones, evaluate bottlenecks and manage stakeholders to ensure I deliver in full and on time | I am an expert in project management having successfully run many projects and achieved project objectives |  |

DATE : SIGNED: