



# Example of IT Sourcing Job Description

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Our growing company is hiring for an IT sourcing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for IT sourcing

- Provide oversight of portfolio resources
- Contribute content for Executive Reviews and actively participate in the supplier business reviews
- Support business units in the IT sourcing and negotiation process (understanding business units' requirements)
- Assist in, and facilitates, contract negotiations, in conjunction with the business owners and suppliers to establish contract terms and conditions and coordinate with Legal Department
- To lead project teams through the procurement process which will include liaising with the internal clients to agree current and future needs
- Use industry best practices industry trends and benchmarks to make informed decisions and prioritize sourcing opportunities – with the clear aim of achieving an optimal balance between value, cost and risk in sourcing solutions
- Supplier relationship management, Contract Management
- Responsible for creating and facilitating the issuance and evaluation of RFP's, RFI's
- Develop and implement sourcing strategies in IT/Telecom categories that results in a sustainable competitive advantage
- Lead and support enterprise governance process and supplier management of outsourced providers (including the development and implementation of key performance metrics)

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- Must have the ability to communicate with and provide presentations to Senior EA Management and their teams
  - Require self-managed individuals that assume full responsibility for their performance, striving for excellence and desire to be part of a team
  - Advanced degrees in Business, IT (CS, MIS, etc), Law, or Mathematics or related areas are also preferred
  - This role is responsible for management of commercial and sourcing aspects within the IT Outsourcing and IT Consulting spend categories both globally and for local India engagements
  - Define and implement plans in line with category strategy and decision trees
  - SQL query experience is preferred