

JOB DESCRIPTION (JD) Sun Life Asia Job Evaluation Process

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|----------------------|--------------------------------|-------------------------------------|---------------------------|
| Date: | | Manager name: | |
| Job title: | Associate Manager, Procurement | Manager title and GCF level: | |
| Job level: | 5.1 | Department: | Procurement |
| Career track: | Professional | BU/Division: | Sun Life Vietnam/ Finance |

Job purpose

Please provide a summary of the purpose and objective of the job.

- The Associate Manager, Procurement (Data & Strategy) is responsible for driving data driven decision making across the Procurement function through advanced analytics, reporting, and strategic insights.
- The role acts as a key business partner and advisor, providing actionable insights to support:
 - Cost optimization and savings delivery
 - Procurement governance and compliance
 - Strategic planning and performance management
- In addition, the role may support category sourcing activities (e.g. Tours, Events, Gifts) as required.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on accountability. The percentages below should sum up to 100.

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| Procurement Analytics & Insights: <ul style="list-style-type: none"> • Lead the development and enhancement of procurement dashboards, KPIs, and analytical models • Analyze spending, supplier performance, pricing trends, and compliance data to identify risks and value opportunities • Translate data into actionable insights and recommendations for Procurement Head and stakeholders | 30% |
| Reporting & Performance Management: <ul style="list-style-type: none"> • Deliver accurate, timely, and consistent reports to Procurement Management, Procurement Committee, and Global Procurement & Payment (GPP) • Establish and maintain standardized reporting templates aligned with global requirements and governance standards • Track and analyze savings (hard & soft), cost avoidance, and compliance metrics to support performance evaluation | 30% |
| Strategic Support: <ul style="list-style-type: none"> • Support procurement strategy development through data analysis and market insights • Contribute to category strategies and sourcing decisions by providing analytics-driven recommendations • Identify opportunities to enhance procurement effectiveness, efficiency, and value delivery | 25% |
| Category & Operational Support: <ul style="list-style-type: none"> • Act as a buyer for selected categories (e.g. Tours, Events, Gifts) when required • Support sourcing activities including RFQ, negotiation analysis, and vendor comparison • Ensure proper documentation, governance compliance, and alignment with internal processes | 15% |

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

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- Excellent communication and presentation skills.
- Strong business acumen and strategic thinking.
- Strong data analytics capability with ability to interpret complex datasets and generate actionable insights.
- Working well under pressure, time management.
- Effective teamwork, interpersonal and problem-solving skills.
- Good stakeholder management and cross-functional collaboration skills
- Proficient Microsoft Office. Power BI is a plus.
- Fluent written and spoken English.

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Address moderately complex and non-routine problems requiring data analysis, judgment, and cross-functional alignment
- Handle diverse issues such as data inconsistencies, incomplete information, and conflicting stakeholder priorities
- Identify root causes of procurement performance gaps and propose practical, data-driven solutions
- Work independently on problem-solving while escalating critical risks when necessary

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- BA Degree
- At least four years of experience in Procurement or a related function (Accounting, Sale Admin) function.
- Experience in procurement for Tour/Event/Gift is a plus.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Internal:
 - Procurement team (daily coordination and reporting)
 - Finance (budget & spending tracking)
 - Business Units (requirements clarification, advisory support)
 - Senior Management (performance reporting, strategic insights)
- External: Vendors, Service Providers (RFQ clarification, data validation, performance discussions)
- Global: Global Procurement & Payment (GPP) (reporting alignment, policy implementation, best practice sharing)

Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0

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Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):