

## INTERN JOB DESCRIPCION

<b>Position</b>	Procurement Qualification Intern
<b>Report to</b>	CEG Leader Engineering Procurement Leader
<b>Job Description</b>	
<p>1. Organize Skill Certification Training Program with NTD department:</p> <ul style="list-style-type: none"><li>1.1.1. Plan the training schedule and coordinate with supplier and technical leaders of each product line.</li><li>1.1.2. Record the list of attendees and provide the information to trainer.</li><li>1.1.3. Plan the examination schedule with trainer and send to supplier the final results.</li><li>1.1.4. Register the information of resources that pass Huawei examination in IResource system.</li></ul>	
<p>2. Control project PPT cycle and monitor weekly KPIs.</p> <ul style="list-style-type: none"><li>2.1. Review weekly the PO acceptance per project in IBuy and ISDP system.</li><li>2.2. Send reports to Huawei partners of the POs pending to be accepted and the status of each line.</li><li>2.3. Communicate with PD, PM and technical team to perform approvals in IBuy and ISDP according to the SLA of 48 hours.</li><li>2.4. Prepare weekly reports for PM and PPM to review status per project.</li></ul>	
<p>3. TQC Support for collecting supplier information.</p> <ul style="list-style-type: none"><li>3.1. Collect supplier information for: SPM, Re- Audits, cybersecurity self-check, HIA self-checks, etc.</li></ul>	
<p>4. Document management in UDOC system.</p> <ul style="list-style-type: none"><li>4.1. Collect physical contract copies and review signatures and dates.</li><li>4.2. File the digital copy in UDOC system in the different procurement modules according to the contract.</li><li>4.3. Maintain the physical archive based in the digital database.</li></ul>	

- 5. Update resource tracking for consulting service reports.
  - 5.1. Manage entry and leaves.
  - 5.2. Review with supplier of new entries to perform contract addendums.
  - 5.3. Monitor PO acceptance and invoicing.

**PROCUREMENT DEPARTMENT OFFICE**  
**HUAWEI TECHNOLOGIES CO. LTD.**