



# NAEP Competencies for Procurement Professionals

Professional Position Level

		Advanced		Mid-Level						Entry-Level		
		Chief Procurement Officer / Vice President / Assistant Vice President / Director	Associate Director / Assistant Director	Strategic Procurement Specialist / Manager / Category Lead	Supplier Diversity Manager / Commodity Manager / Senior Buyer	Procurement Systems Manager	Pcard Administrator	Procurement Analyst	Buyer	Buyer	Procurement Analyst	Procurement Assistant (non-exempt)
Increase Performance	Ethics & Values	●	●	●	●	●	●	●	●	●	●	●
	Functional/Technical Skills											
	Ability to explain value concepts, e.g., Total Cost of Ownership (TCO)	●	●	●	●							
	Best Practices knowledge	●	●	●	●							
	Commodity knowledge and technical expertise	●	●	●	●			●	●	●	●	
	Promotes sustainability in the institution's processes and systems	●	●	●	●	●	●	●	●	●	●	●
	Supplier relationship management skills	●	●	●	●	●			●			
	Technology skills (e.g., eprocurement, search tools, MS Office suite)	●	●	●	●	●	●	●	●	●	●	●
	Understands and engages strategic sourcing principles	●	●	●	●							
	Understands fundamentals of contract law, contracting authority, working with counsel	●	●	●	●				●	●		
	Organizational Agility	●	●	●	●				●			
	Planning	●	●	●	●	●	●		●			
	Priority setting	●	●	●	●	●	●	●	●	●	●	
	Self-Development	●	●	●	●	●	●	●	●	●	●	●
Build Relationships	Communication	●	●	●	●	●	●	●	●	●	●	●
	Conflict Resolution	●	●	●	●	●	●	●	●	●	●	
	Customer Focus	●	●	●	●	●	●	●	●	●	●	●
	Negotiating	●	●	●	●				●			
	Valuing Diversity	●	●	●	●	●	●	●	●	●	●	●
Drive Results	Action Oriented	●	●	●	●							
	Creativity	●	●	●	●				●	●		
	Drive for Results (drives accountability, responsibility & ownership)	●	●	●	●							
	Problem Solving	●	●	●	●	●		●	●	●	●	●
	Process Management	●	●	●	●		●	●	●	●	●	●
	Risk Management	●	●	●	●	●	●		●			
	Strategic Agility	●	●	●	●							
Lead Others	Building Effective Teams	●	●	●	●				●			
	Change Agent	●	●	●								
	Decision Making	●	●	●	●	●	●	●	●	●	●	
	Developing Others	●	●	●	●			●	●			
	Hiring & Staffing (HRM skills including recruitment strategy, onboarding, succession planning)	●	●									
	Integrity & Trust	●	●	●	●	●	●	●	●	●	●	●