PORTIMA

IT Sourcing & Procurement Manager

Lead end-to-end IT sourcing across software, cloud and services - Own complex tenders and negotiations, shaping contracts that balance performance, risk and regulatory compliance.

Purpose of the role

The IT Sourcing & Procurement Manager leads the end-to-end sourcing cycle for software, cloud, infrastructure, and external IT services. The role ensures competitive pricing, strong supplier performance, contractual risk control, and full alignment with internal policies.

Key Responsibilities

1. Strategic Sourcing & Market Scanning

- Scan the market for new suppliers who support the digital roadmap and transformation goals.
- Identify software and service providers and assess relevance, pricing, scalability, and risk.
- Benchmark daily rates and commercial conditions to prepare future renewals and negotiations.

2. RFP & Tender Management

- Drive full RFP (Request For Proposal) processes with external providers, including documentation, criteria, planning, and evaluation.
- Organize workshops with candidate vendors to validate solutions and fit-for-purpose design.
- Run RFP processes in domains such as application development & maintenance, quality assurance, SAAS tooling and other IT services.

3. Contract Negotiation & Governance

- Negotiate commercial terms, rates, and contract conditions following internal legal standards and risk controls (security, IPR, confidentiality, data protection).
- Maintain and evolve standard terms & conditions in collaboration with legal counsel.
- Manage contract renewals for software, hardware and service maintenance agreements.

4. Supplier Relationship Management

- Lead the relationship for top service providers
- Organize supplier satisfaction surveys

5. Financial & Cost Management

- Drive cost optimization for Microsoft Azure cloud and follow-up of monthly costing.
- Report on the budget impact of new or renewed contracts.
- Support Finance team with supplier cost management during budgeting and forecasting

6. Compliance & Regulatory Alignment

- Implement and follow ISO 27001 and DORA requirements toward third parties.
- Ensure sourcing processes follow internal security, privacy and acceptable use policies.
- Support audits where required

Required Skills and Competencies

Technical & Functional Skills

- Strong understanding of IT services, cloud (Azure), software licensing, development models (offshore, nearshore) and security operations.
- Solid knowledge of procurement techniques, TCO models, rate benchmarking and contract lifecycle management.
- Experience with tender processes (RFP, RFQ, negotiation rounds, scoring models).
- Good understanding of legal clauses: IPR, confidentiality, data protection, liability, SLA and KPI structures.
- Ability to read and challenge technical solution descriptions.

Regulatory & Risk Skills

- Working knowledge of ISO27001 controls and DORA obligations for third-party risk.
- Ability to identify and mitigate supplier risks (financial, operational, data protection, security).

Supplier & Stakeholder Management

- Strong relationship management and ability to challenge suppliers constructively.
- Capable of translating business needs into sourcing requirements.

Analytical & Financial Skills

- Strong analytical capability for costing, budget impact, cloud consumption and rate comparisons.
- Capacity to build clear decision memos and justify procurement choices with evidence.

Communication & Behavioral Skills

- Clear and structured communication in NL, EN and FR (written and spoken).
- Ability to negotiate firmly but professionally.
- High level of independence, planning discipline and respect for deadlines.
- Flexibility
- Ability to work with legal, finance, IT operations and senior management.

Experience

- 5–10 years in IT procurement, IT sourcing, vendor management or IT contract management.
- Proven track record in negotiating IT service agreements and running complex tenders.
- Experience in regulated industries (finance, insurance) is a strong asset.

About Portima

Portima is a **fintech** company. We provide digital solutions and IT services to the community of independent insurance brokers, insurance companies and to the customers of **the brokers.** **Portima is a customer & product-oriented organization with full-scale agile scrum adoption.**

Working @Portima means:
- Being part of a fintech company
- Collaborating on daily basis with high level suppliers
- Evolving in a company that values empowerment and continuous learning
- Having fun within a strong team and with all the Portimates through many activities organized by our Happiness Team
- Working in a flexible way with 2 days at the office and 3 days a week in remote

Plus, you will be able to evolve in a dynamic company that offers attractive salary package with cafeteria plan, group and hospitalization insurance, meal vouchers, and access to numerous training platforms.