



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

JOB DESCRIPTION: PROCUREMENT OFFICER

CORPORATE INFORMATION

1. Position Level: Band F
2. Salary Range: \$22,528.74 - \$28,883.00
3. Duty Station: SUVA
4. Reporting Responsibilities;
 - a) **Reports To:** **Manager Procurement**
 - b) **Liaises with:** Ministry staff, Agencies staff and Managers
 - c) **Subordinates:** Nil

POSITION PURPOSE

Responsible for managing the tender process including proposal development and tender evaluation and the provision of advice to Management and the Government Tender Board.

KEY RESPONSIBILITIES

1. Work closely with agencies in their Procurement activities such drawing up their Annual Procurement Plans (APP's) and reviewing specification and tendering for common goods on their behalf and must maintain relationships with key suppliers, "customer" agencies and key stakeholders.
2. Organise tender advertisements in the newspapers and eTender portal
3. Negotiate and agree contractual terms and conditions with suppliers, ensuring that there is clear regard for the nature, application and implications of the contract and the relevant contract law.
4. Undertake tender evaluation and provide advice and assistance on best practice tendering process to secure best value for money.
5. Prepare tender refunds, verify indents for payment overseas and prepare board papers for Government Tender Board
6. Provide advice to Fiji Procurement Office Management on procurement activities when necessary

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All agreed activities in the Strategic Plan are completed and delivered as outlined in the work schedule.
2. Effectively and efficiently manage procurement processes in Agencies
3. Procurement conducted in compliance with the regulations and guidelines.

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Economics, Finance, Supply Chain Management (or equivalent work experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 2 years' experience working in a Procurement department in a public sector or corporate environment.
2. Working knowledge of procurement process, tendering procedures, contract development and management.
3. Experience in developing and amending procurement policies and processes as and when required.
4. Practical knowledge of supplier contracts and supplier performance management.
5. Understanding of the mechanics of tendering and contract management.
6. Understanding of the Fijian Constitution (2013) and applicable procurement laws of Fiji

Skills and Abilities

1. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
2. Demonstrated ability to analyze and contribute to solutions to complex problems in a resource constrained environment.
3. Sound communication, interpersonal and representational skills
4. Demonstrated ability to carry out set tasks in order to meet set deadlines.
5. Demonstrated ability to maintain confidentiality.
6. Capacity to utilize computer programs to support operations.
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character and Eligibility

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants.