



# MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

## JOB DESCRIPTION: PRINCIPAL PROCUREMENT OFFICER (RISK & MONITORING)

### CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: (\$43,296.63 \$55,508.50)
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
  - a) **Reports To:** Head of Procurement
  - b) **Liaises with:** Ministry staff, Ministries and Department Officials, Bidders, and General Public
  - c) **Subordinates:** 2

### POSITION PURPOSE

To lead and coordinate the Fiji Procurement Office's (FPO) efforts in identifying, assessing, and mitigating risks associated with public procurement activities. Ensure robust monitoring mechanisms are in place to promote compliance with procurement regulations, best practices, and ethical principles. Contribute to enhancing the efficiency, effectiveness, and transparency of the FPO's operations.

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

#### **Risk Management:**

- Develop and implement a comprehensive risk management framework for the FPO, encompassing procurement cycles, contract implementation, and vendor performance.
- Conduct risk assessments for high-value procurements and projects, identifying potential vulnerabilities and recommending mitigation strategies.
- Develop and implement monitoring mechanisms to track identified risks and ensure timely remedial action.
- Analyze procurement data and trends to identify patterns and emerging risks, proactively adapting the risk management framework.

#### **Monitoring and Compliance:**

- Design and oversee a robust monitoring system to track compliance with procurement regulations, policies, and procedures.
- Conduct regular audits and reviews of procurement activities to identify and address non-compliance issues.
- Develop and implement corrective action plans to address identified deficiencies and improve compliance practices.
- Collaborate with relevant stakeholders within the FPO and government agencies to enhance communication and information sharing on compliance matters.

#### **Policy and Procedures:**

- Review and update existing FPO procurement policies and procedures to incorporate risk management and monitoring best practices.
- Provide expert advice and guidance on risk management and compliance to FPO staff and government agencies.
- Contribute to the development and implementation of national procurement policy and guideline reforms.

## **Capacity Building:**

- Conduct procurement training and workshops for FPO staff and government agencies
- Develop and disseminate resources and tools to support effective risk management and compliance practices.
- Foster a culture of risk awareness and ethical procurement within the FPO and government institutions.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Reduction in identified procurement risks over time.
2. Increased compliance with FPO procurement regulations and policies.
3. Improved detection and resolution of non-compliance issues.
4. Enhanced capacity of FPO staff and government agencies to manage risks and monitor compliance.
5. Development and implementation of effective risk management and compliance tools and resources.

## **PERSON SPECIFICATION**

In addition to Degree (or equivalent) in Strategic Procurement, Supply Chain Management or similar from a recognised institution (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 6 years' experience in managing procurement projects in a very large organization
2. Possess sound knowledge of the Procurement Regulations 2010, Government financial processes and procedures and law
3. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities
4. Excellent analytical and problem-solving skills.

### **SKILLS AND ABILITIES**

1. Ability to give comprehensive advice on procurement and contracting to the Head of Procurement
2. Excellent analytical and problem-solving skills.
3. Ability to work under pressure and beyond normal work hours, multitask and respond quickly to the Head of Procurement and or Permanent Secretary when required
4. Ability to manage resources, lead and mentor staff effectively
5. Proficiency in MS Office Suite and relevant analytical tools.
6. Excellent written and verbal communication skills with high proficiency in technology use

### **PERSONAL CHARACTER**

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

