



MINISTRY OF FINANCE

JOB DESCRIPTION: PROCUREMENT OFFICER

CORPORATE INFORMATION

1. Position Level: Band G
2. Salary Range: \$32,999.24 - \$41,641.91
3. Duty Station: SUVA
4. Reporting Responsibilities;
 - a) **Reports To:** Head of Procurement through Principal Procurement officer (Risk & Monitoring)
 - b) **Liases with:** Ministry staff, Contracted suppliers and Managers
 - c) **Subordinates:** Nil

POSITION PURPOSE

The Procurement Advisor provides technical procurement expertise to whole of Government on procurement regulations, policies, guidelines, systems and best practice to whole of Government. The advisor provides advice and assistance to stakeholders in procurement planning, risk management, tenders, procurement evaluation, negotiations and procurement reviews to make strategic decisions and effectively meet government objectives set out in the National Development Plan and Annual Budget.

KEY RESPONSIBILITIES

1. Work closely with agencies in their Procurement activities to develop and implement innovative procurement and category management strategies to meet specific business needs, manage risk and deliver value for money
2. Provide information and expert technical advice on procurement policies, guidelines, systems and best practice to business stakeholders to assist them to deliver effective, outcomes-focused procurement activities
3. Assist in the consolidation of procurement across whole of Government and administer the tender of commonly used goods and services on behalf of whole of Government.
4. Manage the contract with approved suppliers for whole of Government procurement (Standing offer contracts) and provide advice to agencies and help 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.
5. Provide advice to Management on procurement activities when necessary and Verify overseas indents and provide technical advice for overseas payments
6. Provide expert technical advice to the Government tender Board and undertake research to support the development and review of organizational procurement policy, procedures, systems and standards
7. Assist in the development and implementation of capability development initiatives to

improve procurement outcomes and provide advice to stakeholder in the disposal strategies and work with agencies on their disposals in participating in Board of Surveys and managing auctions on behalf of whole of Government and

8. Partner with stakeholders and proactively identify and address procurement risks and mitigation strategies to meet organisational compliance requirements and assist with implementation of new regulations, guidelines or policies (where applicable)

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 relevant Degree qualification in Economics, Finance, Supply Chain Management (or equivalent) from a recognized 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 4-5 years' experience working in a Procurement/Audit/Finance department in a public sector or corporate environment.
2. Working knowledge of procurement process, finance, tendering procedures, contract development and management.
3. Experience in developing and amending 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. Demonstrate ability to explain procurement processes and requirements to stakeholders and persuading them to adopt best practice
2. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
3. Demonstrated ability to analyze and contribute to solutions to complex problems in a resource constrained environment.
4. Effective oral and written communication skills with good command of spoken and written English.
5. Demonstrated ability to carry out set tasks in order to meet set deadlines.
6. Demonstrated ability to maintain confidentiality.

7. Capacity to utilize computer programs to support operations.
8. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisations.

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.