



# MINISTRY OF FINANCE

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## JOB DESCRIPTION: PROCUREMENT ASSISTANT

### CORPORATE INFORMATION

1. Position Level: Salary Band C
2. Salary Range: (\$14,426.92 - \$17,934.57)
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:** Nil

### POSITION PURPOSE

To provide administrative and clerical services in order to ensure effective and efficient operations.

### KEY RESPONSIBILITIES

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

1. Work closely with Procurement Officers and assist them in Procurement projects
2. Provide administrative and secretarial services.
3. Maintain and update procurement and administration records
4. Maintain records of inventory and office equipment & supplies
5. Assist in the administration of eTender portal
6. Prepare tender refunds and verify indents for payment overseas

### 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. Manage and maintain an effective and efficient records management system to ensure timely access and retrieval of documents
3. Fiji Procurement Office tasks are conducted in compliance with the regulations and guidelines.

## **PERSON SPECIFICATION**

In addition to a Certificate in Computing, Accounting or Office Administration (or equivalent work experience) the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **KNOWLEDGE AND EXPERIENCE**

1. At least 1 year experience working in an office environment.

### **SKILLS AND ABILITIES**

1. Ability to achieve results personally and through effective team leadership
2. Demonstrated ability to lead, plan and organize activities, projects and work cooperatively within a team environment
3. Sound communication, interpersonal and representational skills
4. Ability to follow guidelines and appropriately apply processes
5. Demonstrated ability to maintain confidentiality
6. Capacity to utilise computer programs to support daily operations
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **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