



MINISTRY OF FINANCE

ROLE | JOB DESCRIPTION: PROCUREMENT SPECIALIST

CORPORATE INFORMATION

1. Position Level: Salary Band I
2. Salary Range: [\$48,025.95 - \$61,175.92]
3. **Duty Station:** Suva
4. Reporting Responsibilities:
 - a) **Reports To:** MCC Compact National Coordinator
 - b) **Liaises with:** MCC, Procurement Agent, Compact Development Team, Fiji Procurement Office, Government Tender Board, Bidders and Contractors
 - c) **Subordinates:** Nil
 - d) **Term:** One (1) year project-based contract term, with the possibility of extension.

POSITION PURPOSE

The Procurement Specialist leads the procurement function of the Compact Development Team (CDT) and is responsible for organising, managing and conducting procurement operations during the Compact Development phase. The primary function of the Procurement Specialist is to undertake and coordinate the procurement functions performed by the CDT and any individual or entity that has or manages a procurement contract. The Procurement Specialist ensures that procurement activities undertaken by or on behalf of the CDT are conducted, documented and reported in accordance with the Compact Development Funding (CDF) Agreement, the MCC Procurement Policy and Guidelines (MCC PPG), the approved Procurement Operations Manual and other applicable CDF implementation documents. The position facilitates effective coordination among the CDT, MCC, the Procurement Agent, Government stakeholders, bidders, consultants, suppliers and contractors, and maintains complete records of all procurement activities.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities. Working with relevant staff and service providers, in accordance with legislative requirements:

- 1) Lead the overall procurement function of the CDT, ensure sufficient procurement support is provided to the operational and programmatic functions of the team to strengthen its ability to deliver on the targets of the CDF Agreement.
- 2) Plan and manage the procurement of goods, works and consulting services in support of the development of an MCC Compact programme, in accordance with the CDF Agreement, MCC PPG, approved procurement plans and the Procurement Operations Manual.
- 3) Coordinate with MCC, the Procurement Agent and relevant stakeholders in preparing procurement plans, bidding and solicitation documents, evaluations, contracts, procurement records and reports, and ensure that all required reviews and approvals are completed in accordance with the applicable CDF requirements, complies with the MCC PPG.
- 4) Coordinate and facilitate effective interaction among all stakeholders throughout the procurement cycle, maintain comprehensive procurement records, and monitor and report on procurement progress and performance.
- 5) Carry out procurements in accordance with the Procurement Operations Manual, including procedures, procurement and contract templates, bidding documents, forms and instructions.
- 6) Guard against conflicts of interest, real or apparent, in the operation of the procurement activity, and undertake any other duties as directed by the National Coordinator consistent with the role.

KEY PERFORMANCE INDICATORS

For Government of Fiji employment and performance-management purposes, performance will be assessed against the following indicators.

- 1) All procurement activities are conducted in accordance with the CDF Agreement, MCC PPG, the Procurement Operations Manual, approved procurement plans and other applicable CDF implementation documents.
- 2) Procurement of goods, works and consulting services is planned and delivered on schedule to support compact development milestones.
- 3) Comprehensive procurement records are maintained, and accurate progress and performance reports are produced on schedule.
- 4) Conflicts of interest are effectively identified and managed, with integrity maintained throughout the procurement process.

Person Specifications

In addition to a Bachelor's degree or relevant equivalent, with a major course of study in business administration, acquisition management, law, contracting, engineering or procurement preferred (post-secondary education or training in public procurement and/or an internationally recognised procurement qualification such as NIGP-CPP, CPPO from UCCPP, MCIPS, CPSM or CPSD would be an added advantage, or equivalent relevant experience). The following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role.

Knowledge and Experience

- 1) Minimum five (5) years of relevant experience in the management of project(s) that required the procurement of goods, works and services.
- 2) Experience in the development and/or review of procurement documents (bidding documents, evaluation reports, contracts) for all categories of procurement (goods, works, services).
- 3) Working knowledge of Fiji's Procurement Regulations 2010 and the role of the Fiji Procurement Office and Government Tender Board, in addition to international donor procurement guidelines, particularly those of the World Bank, the Asian Development Bank and/or the US Government.
- 4) Knowledge of the development environment in Fiji and the challenges of programme execution and coordination with government institutions.

Skills and Abilities

- 1) Strong procurement planning, management and reporting skills.
- 2) Ability to maintain accurate records and manage multiple procurement processes simultaneously.
- 3) Computer skills with office productivity applications (Word, Excel, PowerPoint, MS Project).
- 4) Strong integrity and the ability to guard against conflicts of interest.

Personal Character & 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.