



MINISTRY OF ECONOMY

JOB DESCRIPTION: PROCUREMENT OFFICER

CORPORATE INFORMATION

1. Position Level: Salary Band F
2. Salary Range: [\$22,528.74 - \$28,883.00]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Head of Procurement through the Manager Procurement
 - b) **Liaises with:** Ministry staff, Ministries and Department Officials, Bidders, and General Public
 - c) **Subordinates:** Nil

POSITION PURPOSE

The position reports to the Head of Procurement through the Manager Procurement, Fiji Procurement, and is responsible for managing the tender process including proposal development/assessments, providing Procurement advice to Agencies, tender evaluation and the providing advice to the Government Tender Board.

KEY RESPONSIBILITIES

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

1. Work closely with line agencies in drawing up their Annual Procurement Plans (APP's), consolidating them and tendering for common goods on their behalf and must maintain relationships with key suppliers, "customer" agencies and key stakeholders.
2. 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.
3. Undertake tender evaluation and provide advice and assistance on best practice tendering process to secure best value for money.

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) from a recognized institution (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, Accounting or Audit department in a public sector or corporate environment executing procurement work.
2. Possess thorough working knowledge of Government's procurement policy rationale and be able to work with cross - functional and cross agency tender teams where required.
3. Working knowledge of procurement process, tendering procedures, contract development and management.
4. Experience in developing and amending procurement policies and processes as and when required.
5. Practical knowledge of supplier contracts and supplier performance management.
6. Understanding of the mechanics of tendering and contract management.
7. Understanding of the Fijian Constitution (2013) and applicable procurement laws of Fiji

SKILLS & 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. Effective oral and written communication skills with good command of spoken and written English.
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

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted.