

REF 620: SENIOR PROCUREMENT OFFICER – NATIONAL OFFICE

PURPOSE

This Senior Procurement Officer Tender is responsible for ensuring that WAF's procurement operations, and in particular that WAF's Tender process and function is transparent, robust and fully compliant with established policies and procedures. The incumbent is also responsible for strengthening the policies, procedures and guidelines for the Tender process with reference to best practice(s). This position reports to Team Leader Procurement.

PRINCIPAL ACCOUNTABILITIES

1. Effective and efficient procurement and tender function delivered

- All procurement and purchasing processes fully compliant with the WAF Procurement Policy, procedures/processes and all relevant regulations
- Tender process and Contract management activities for the procurement function effectively managed
 - Identification of procurement needs and potential suppliers
 - Application of proper tendering and bidding procedures at all times and quality submissions to the Tender Board for well-informed decision making
 - Soliciting and evaluating tenders to ensure overall competitiveness, quality and conformity with specified requirements
 - Negotiating contracts
 - Monitoring of suppliers' performance with respect to the quality and timely delivery of goods and services
 - Timely PO liability closure effectively assisted
 - Strong supplier relationship established and effectively managed
 - Procurement department and Tender Secretariat adherence to internal control procedures maintained at all times
 - Timely resolution of relevant complaints ensured
- Effective and rigorous procurement policies, Standard Operating Procedures (SOPs) implemented and strengthened in line with best practices
- Well-informed tender and procurement decisions achieved and supported by robust analysis
- Selection of the best quality product and suppliers supported by thorough market research ensured

- Overall annual procurement planning activities effectively led in consultation with Manager Procurement
 - Planning is well supported by relevant data/information of internal demand and external suppliers
 - Robust annual procurement plan established in a timely manner, implemented successfully and revised as and when required
- Potential cost savings identified and efficiently capitalised
- Effective and efficient implementation and monitoring of the annual procurement budget ensured
- Culture of process improvement encouraged and effectively led in consultation with Manager Procurement
- Use of procurement software/system optimised
- Relevant procurement/tender performance measures established for direct reports and achieved

2. Well informed management and Board of Directors

- Timely, relevant and compliant reporting delivered
 - All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested
 - Efficient and correct vetting of Board Tender papers and monthly tender updates etc. ensured
 - Team Leader Procurement, Major Tender Board and/or Board of Director (depending on delegated approval limits) provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information/reporting requests by superiors addressed in a timely manner
- Sound advice relating to the Procurement function provided to the Senior Management, Major Tender Board and the procuring departments

3. Human capital management assisted

- Effective oversight, coaching, mentoring of the tender secretariat and relevant procurement staff delivered
- Training needs for direct reports effectively monitored and appropriately addressed in consultation with the HR Department

- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting strengths and weaknesses) in consultation with the HR Department and other relevant parties
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

4. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Team Leader and Major Tender Board effectively and efficiently addressed

5. Organisational Values promoted and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

KNOWLEDGE & EXPERIENCE

- Certificate in Public Procurement
- At Least 4 years' experience in a similar role
- Demonstrated knowledge of the concepts, principles and practices which govern procurement and tender best practice
- In-depth knowledge and understanding of procurement, and in particular tender processes and policies
- Strong analytical and problem-solving skills
- Strong planning, negotiation and budgeting experience

SKILLS & ABILITIES

- Achieve or exceed performance targets by facilitating the work and motivating and guiding the work group.
- Identify the important issues and select an established procedure to address the problem

REMUNERATION

Remuneration will be commensurate with relevant qualifications and experiences.

WHERE TO SEND YOUR APPLICATION

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied. INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED. Applications should be marked “Confidential – **REF 620: SENIOR PROCUREMENT OFFICER – NATIONAL OFFICE**” and should be received no later than 27th September 2019 and could be:

Mailed to:

The Manager Human Resources or

Water Authority of Fiji

P O Box 1272, Suva .

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Corner Wainivula & Kings Road Nasinu.