

REF 621: SENIOR PURCHASING OFFICER - MECHANICAL/ ELECTRICAL

NATIONAL OFFICE

PURPOSE

The Senior Procurement Officer (Mechanical & Electrical) will be directly responsible for the planning, purchasing and monitoring of the purchasing of Mechanical & Electrical materials for both OPEX and CAPEX. The officer must at all-time advocate the Authority's organizational purchasing policy. To facilitate best purchasing practices and ensure efficiency and timely delivery to internal customers and external customers. The Senior Procurement Officer (Mechanical & Electrical) is to be involved in planning of Bulk Purchasing for the Authority. To organize purchasing operations for the Authority and to facilitate purchasing requirements primarily in the purchasing of Hardware materials and pipes and other purchases assigned by the Manager Procurement. The Senior Procurement Officer's (Mechanical & Electrical) responsibilities include capacity building, and assist in developing of appropriate SOPs and Policies. Also to ensure that purchasing deadlines primarily for Mechanical and Electrical materials for OPEX and CAPEX are maintained at all times

PRINCIPAL ACCOUNTABILITIES

- Meets the Authority's purchasing standards by contributing Purchasing information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying Purchasing improvements.
- Accomplishes Procurement Purchasing objectives by training and assisting junior officers, assigning, scheduling, coaching, counseling, and communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Liaise with suppliers and warehouse team to practice (JIT), Just in Time Delivery.
- Collaboration with staff members for meeting standards and advocating ethical practice. Maintaining and reviewing system for purchases and efficient deliveries.
- Updating of vendor performance file and monitoring of failure to supply of goods and services.
- Ensure deliveries of supplies and equipment to departments, monitor and track overseas consignments in conjunction with logistics officer.
- Maintain best purchasing practices aligned with the Authority's procurement policy. Also conducting monthly checks and reports on PO raised, PO Liability and Cancelled Orders.
- Secures warehouses security and safety standards are met
- Updates job knowledge by participating in educational opportunities.
- Accomplishes Purchasing and organization mission by completing related results as needed.

KNOWLEDGE & EXPERIENCE

- Diploma in Procurement, Management or Bachelor's Degree in Business Accounting or related field
- A minimum 3 years highly relevant professional Purchasing Experience. Must have in depth knowledge of **Mechanical and Electrical materials**. The incumbent must possess some knowledge of ERP system. Prior Knowledge in using Sage ACCPAC and civil purchasing would be an advantage.

SKILLS & ABILITIES

- Assist in development and review of Purchasing Policies and Processes
- Up-skilling of self and junior officers
- Facilitate Purchasing Training
- Improve automate the Purchasing System
- Improve Processing Cycle Time

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 621: SENIOR PURCHASING OFFICER - MECHANICAL/ ELECTRICAL 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.