

REF 622: PROCUREMENT & LOGISTICS OFFICER

NATIONAL OFFICE

PURPOSE

The Procurement unit is one of the Units in the Finance Department. The Procurement and Logistics Officer is responsible for facilitating the Tender process, from the coordination of the Annual Procurement Plan to the awarding of contracts. Provide procurement policy advice to all stakeholders and provide assistant also to the Tender Board Secretariat. Preparation of procurement reports. Vetting of Tender advertisements and Tender terms and conditions. Also responsible dealing with nominated customs agent to ensure all goods are cleared on time and all related import taxes paid for the goods.

PRINCIPAL ACCOUNTABILITIES

- Organize and management of the Annual Procurement Planning activities.
- Carry out market search and identify the best quality product and supplier.
- Carry out overall procurement planning activities.
- Preparation of tenders and evaluation of preferred suppliers
- Responsible for Contract Management activities and supplier relationship management.
- Review and amendment of the Procurement policy, procedures and process.
- Assist carrying out tender secretariat responsibilities.
- Prepare monthly procurement activities report.
- Liaise with nominated customs agent for customs clearance, payment of related taxes and shipment of goods to the depot.
- Liaise with supplier on bill of lading and nominated agent on all logistics matters.
- On time payment of all customs dues to the agent or FRCS
- Ensure no detention charges incurred and all containers are cleared.
- Negotiation with agents on terms and conditions

KNOWLEDGE & EXPERIENCE

- Diploma or Degree in Accounting/Economics/Administration/Procurement
- 2 years working experience in areas of procurement and customs clearances or in a similar field.

SKILLS & ABILITIES

- Excellent written and oral communication skills
- Able to establish and maintain healthy working relationships with people in course of work.
- Good professional appearance and attitude.
- Have a proven ability to achieve results within time constraints.
- Highly motivated and organised, with strong work ethics and an inclination to work smart as part of a competent team.
- Strong customs law and goods clearance knowledge

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 622: PROCUREMENT & LOGISTICS 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.