

## **REF: 623 SENIOR PURCHASING OFFICER – HARDWARE & PIPES**

### **NATIONAL OFFICE**

#### **PURPOSE**

The Procurement Department is one of the Units in the Finance Section. The Senior Procurement Officer (Hardware & Pipes) works closely with all internal and external stakeholders to ensure that the guiding principles of procurement are adhered to.

The goal of the Procurement Department is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, works and services to support the Authority's operations.

#### **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 **Hardware materials and Water Pipes**. 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: 623 SENIOR PURCHASING OFFICER – HARDWARE & PIPES - NATIONAL OFFICE** and should be received no later than 27<sup>th</sup> 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.**