

Vacancies

The Water Authority of Fiji seeks to recruit suitably qualified personnels to take up the following vacant positions:

REF: 620 Senior Procurement Officer - National Office

PRIMARY JOB PURPOSE

The Senior Procurement Officer 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.

PRINCIPAL ACCOUNTABILITIES

- All procurement and purchasing processes fully compliant with the WAF Procurement Policy, procedures/processes and all relevant regulations.
- Effective and efficient implementation and monitoring of the annual procurement budget ensured.
- Application of proper tendering and bidding procedures at all times and quality submissions to the Tender Board for well-informed decision making.

PERSON SPECIFICATION

- Degree in Accounting, Business & Management.

KNOWLEDGE SKILLS & EXPERIENCE

- At Least 4 years' experience in a similar role
- Demonstrated knowledge of the concepts, principles and practices which govern procurement and tender best practice.

SKILLS AND 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

REF: 621 Senior Purchasing Officer-Mechanical & Electrical National Office

PRIMARY JOB PURPOSE

The Senior Procurement Officer (Mechanical & Electrical) will be directly responsible for the planning, purchasing and monitoring of the purchasing of Mechanical & Electrical materials.

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.
- Liaise with suppliers and warehouse team to practice (JIT), Just in Time Delivery.

PERSON SPECIFICATION

- Diploma in Procurement, Management or Bachelor's Degree in Business Accounting or related field.

KNOWLEDGE AND EXPERIENCE

- 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 AND ABILITIES

- Assist in development and review of Purchasing Policies and Processes.
- Up-skilling of self and junior officers.

REF: 622 Procurement & Logistics Officer -National Office

PRIMARY JOB PURPOSE

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.

PRINCIPAL ACCOUNTABILITIES

- Organize and management of the Annual Procurement Planning activities.
- Carry out market search and identify the best quality product and supplier.
- Preparation of tenders and evaluation of preferred suppliers.

PERSON SPECIFICATION

- Diploma or Degree in Accounting/Economics/ Administration/Procurement.

KNOWLEDGE AND EXPERIENCE

- 2 years working experience in areas of procurement and customs clearances or in a similar field.

SKILLS AND ABILITIES

- Excellent written and oral communication skills.
- Able to establish and maintain healthy working relationships with people in course of work.

REF: 623 Senior Purchasing Officer – Hardware & Pipes National Office

PRIMARY JOB PURPOSE

The Senior Procurement Officer (Hardware & Pipes) will be directly responsible for the planning, purchasing and monitoring of the purchasing of Hardware materials & Pipes for both OPEX and CAPEX. The officer must at all-time advocate the Authority's organizational purchasing policy.

PRINCIPAL ACCOUNTABILITIES

- Responsible for the supervision and planning, purchasing and monitoring of the purchasing of Hardware materials & Pipes and facilitate all Purchasing planning and operation requirements for all strategic business units.

PERSON SPECIFICATION

- Diploma in Procurement, Management or Bachelor's Degree in Business Accounting or related field.

KNOWLEDGE AND EXPERIENCE

- A minimum 3 years highly relevant professional Purchasing Experience. Must have in depth knowledge of Hardware materials and Water Pipes. Prior Knowledge in using Sage ACCPAC and civil purchasing would be an advantage.

SKILLS AND ABILITIES

- In-depth knowledge and understanding of Hardware materials.
- In-depth knowledge and understanding of Water reticulation pipes.
- An attractive remuneration package will be offered to the successful applicant.

WHERE TO SEND YOUR APPLICATION

Typed applications must include your curriculum vitae in chronological order and the names of at least 2 referees with certified copies of Certificates. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied (**as stipulated in the Role Description available from the Water Authority Website <http://www.waterauthority.com.fj/en/vacancies/>**).

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked "**Confidential – REF: (Post Applied)**" and should be received no later than **27th September, 2019**. and this could be:

"Mailed to:

**The Manager Human Resources
Water Authority of Fiji
P.O. Box 1272
Suva"**

OR

"Hand delivered to:

**Human Resources Unit
Level 3, Manohan Building
Corner Wainivula & Kings Road
Nasinu"**

Wainivula Road, Nasinu, Fiji Islands
Phone: 3346777 or 5777
P O. Box 1272, Suva Fiji Islands
Email: contact@waf.com.fj
Website: www.waterauthority.com.fj



Clean Water & Sanitation for a Better Life

"WAF IS AN EQUAL OPPORTUNITY EMPLOYER AND ADVOCATES GENDER BALANCE IN WATER"