

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	CPU, Procurement Division
<b>Location:</b>	Nuku'alofa
<b>Job Title:</b>	Procurement Officer
<b>Position Number:</b>	FIN08302111100110005
<b>Reports to:</b>	Head of CPU, Procurement Division
<b>Band:</b>	L
<b>Salary:</b>	\$19,490 - \$29,230
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• Getting goods and services for the best price and value;</li> <li>• Cutting any waste and unnecessary costs to create a streamlined process and fast production times;</li> <li>• Prepare and issue RFP, RFQ and Tender documentation;</li> <li>• Call for quotation for purchasing of equipment and related services;</li> <li>• Evaluate of quotation response;</li> <li>• Prepare evaluation report to senior management for approval;</li> <li>• Negotiation of contractual terms and agreement with the suppliers;</li> <li>• Regularly liaise/communicate and consult with key stakeholders and report on performance of Purchase Order and Contracts to management and Ministries;</li> <li>• Maintain records of supplier performance;</li> <li>• Management of physical agreement files and corresponding agreement on line system records to ensure data integrity and accuracy, to correct inaccuracies, and to ensure data adheres to government or ministry policies and requirements;</li> <li>• Working with suppliers to ensure that key processes are running efficiently and cost-effectively;</li> <li>• Building strong working relationships both internally and with key suppliers;</li> <li>• Contract management and negotiation;</li> <li>• Understanding and keeping up with new trends and regulations in the business;</li> <li>• Dealing with national and international suppliers ;</li> <li>• Assist in the development of specifications for equipment, materials, and services to be purchased;</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding technology and managing online systems such as e-auctions and e-tendering;</li> <li>• Identifies opportunities and implements actions to achieve efficiencies;</li> <li>• Contributes to consolidation, reduction, and rationalization of the local supplier base;</li> <li>• Understanding technology and managing online systems such as e-auctions and e-tendering;</li> <li>• Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities;</li> <li>• Review planned orders, creates requisitions for purchased items, and manages approval process;</li> <li>• Understanding technology and managing online systems such as e-auctions and e-tendering</li> <li>• Conduct and participate in relevant overseas trainings, courses and meetings on behalf of the Ministry;</li> <li>• Such additional duties of a similar complexity as may be reasonably assigned by Central Procurement Unit or the Deputy CEO for Procurement Division</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Leading</b></p> <ul style="list-style-type: none"> <li>• Meet with relevant key stakeholders on procurement related matters</li> <li>• Assist MDA's in preparing their Annual Procurement Plan</li> <li>• Assist head of CPU in preparing divisional plan</li> <li>• Logistics and prioritize purchasing activities</li> <li>• Assist head of CPU in time management</li> </ul> <p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>• Assist head of CPU in providing relevant training to procurement officers in the responsible MDA's</li> <li>• Assist head of CPU in organizational review and computer base training</li> </ul> <p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1. Provide assistance with procurement process on a need basis <ul style="list-style-type: none"> <li>• carry out Requests for Quotations and bidding activities as directed</li> </ul> </li> <li>2. Management of contract issues <ul style="list-style-type: none"> <li>• provide advice and guidance in accordance with the Public Procurement Regulations 2015 that protect the Government of Tonga as contracting issues arise in the line Ministries</li> </ul> </li> <li>3. Help-desk support <ul style="list-style-type: none"> <li>• provide advice and support to the line Ministries about procurement matters in accordance with Procurement Regulations 2015</li> </ul> </li> <li>4. Close collaboration with key stakeholders <ul style="list-style-type: none"> <li>• Develop effective working relationships with line Ministries and other internal clients and have customer service focus.</li> </ul> </li> <li>5. Capacity Building for Suppliers and external clients <ul style="list-style-type: none"> <li>• The Private sector develops an understanding of the GoT Public Procurement Regulations 2015 and how to use the bidding documentation</li> </ul> </li> </ol>

	<p>6. Attend meetings as directed by the Senior Procurement Officer and the Head of the Division</p> <ul style="list-style-type: none"> <li>• Provide meeting briefing to the Head of Division for comments, before and after the meeting.</li> <li>• Overseas Travel Report</li> </ul> <p><b>Controlling:</b></p> <p>1. Reporting assist the development of management report on the activities of the Central Procurement Unit to the Head of Division</p> <p><b>Technical</b></p> <p>1. Capacity Building in relation to Public Procurement Regulations 2015, Procedures and Bidding Documents</p> <ul style="list-style-type: none"> <li>• provide advice, assistance and/or training as directed</li> </ul> <p>2. Database and filing system</p> <ul style="list-style-type: none"> <li>• electronic database and file system for all procurement documents</li> </ul> <p>3. Information dissemination through MOFNP Website</p> <ul style="list-style-type: none"> <li>• Assist in developing relevant bidding and contracting information of the Central Procurement Unit and designing how this can be presented on the MOFNP website</li> </ul> <p>4. Understanding technology and managing online systems such as e-auctions and e-tendering</p> <p>5. Assessing responsible MDA's procurement proposal against their annual procurement plan and approved budget and insert them into the database</p> <p><b>Any other duties delegated by the Head of Procurement Division</b></p>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Good analytical skills.</li> <li>• Good Computer skills and well versed with appropriate computer programs such as Microsoft Office (Word Excel and PowerPoint etc).</li> <li>• Must have good public relation and net working skills.</li> <li>• Good communication skills. Fluent in both Tongan and English languages (written and spoken).</li> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul>

	<b>Desirable:</b>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>+ Bachelor degree with no <u>working experience</u></li> <li>+ Diploma with at least 1.5 years' experience in a <b>similar role</b> + CIPS Level 2 or 3 or at least 3 years' <u>relevant working experience</u> (highlighted in yellow as a request from Finance)</li> </ul> <p><u>Qualification acceptable for this role must be in Business Commerce, or Procurement and CIPS Level 2 from a recognised educational institution</u></p> <p><b>Desirable:</b></p>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	<p>Name: Mosese Fatukala</p> <p>Signature &amp; Date:</p>
<b>Acting/CEO</b>	<p>Name: Pisila 'Otunuku</p> <p>Signature &amp; Date:</p>
<b>Employee</b>	<p>Name: Vacant</p> <p>Signature &amp; Date:</p>