



Pacific
Community
Communauté
du Pacifique

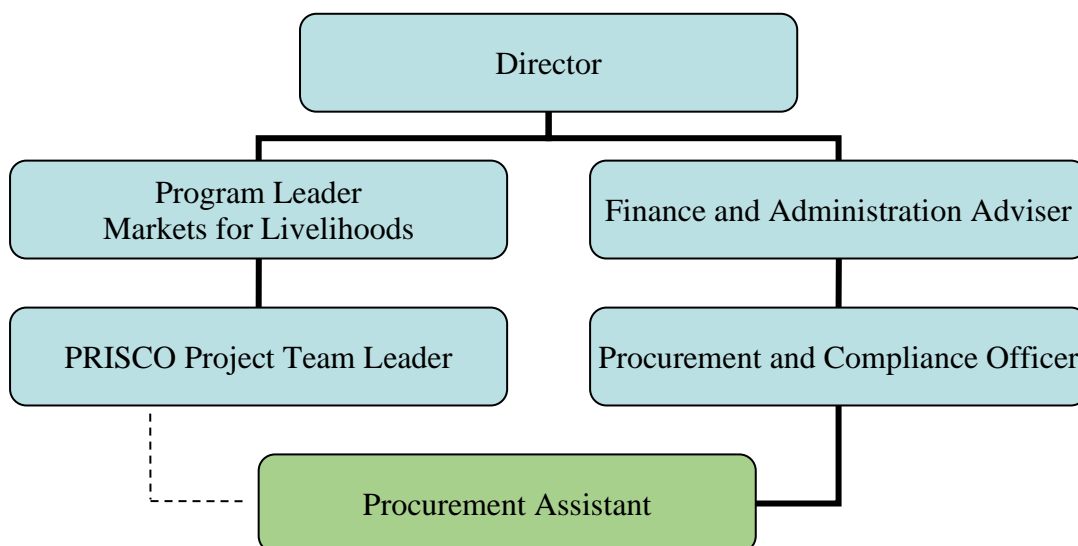
Job Title:	Procurement Assistant
Work Unit:	Land Resources Division (LRD)
Responsible To:	LRD Procurement and Compliance Officer / Project Team Leader
Responsible For:	No direct reports
Job Purpose:	Provide procurement services support to the Pacific Regional Integrated Food and Nutrition Security Initiative COVID19 (PRISCO19) Project through the Division's central Finance and Administration support services and ensuring efficient and effective delivery of activities in compliance with SPC procurement guidelines as well as donor requirements.
Date:	June 2021

Organisational Context and Organisation Chart:

The **Land Resources Division (LRD)** aims to contribute to the Pacific Community goals for a *“resilient and food and nutritionally secure Pacific peoples and communities, with well-managed natural resources, ecosystems and markets”*. The division has expertise in the conservation of genetic resources, climate smart agriculture, building national and regional capacities in Sanitary and Phytosanitary Systems and biosecurity, pest and disease management, plant pathology and animal health. LRD works with governments, private sector agents, regional organisations, civil society and other SPC divisions. LRD's mission is to *provide effective expert scientific advice and services on agriculture and forestry, utilizing the latest innovative and relevant applications for sustainable food and nutritional security and the enhancement of climate change adaptation*.

The LRD's **Markets for Livelihoods Program** focuses on supporting high value crops production and transformation; certified organic agriculture; SPS and biosecurity for trade; agri-tourism; and agri-preneurship, including a focus on youth and women in the sector. Quality management and systems to organise small holders into value chains such as participatory guarantee systems and clusters are also a focus.

The overall objective of the **Pacific Regional Integrated Food and Nutrition Security Initiative COVID19 (PRISCO19)** Project is to improve the economic and social benefits for PACP states arising from stronger regional economic integration. PRISCO19 is a EUR1.5m programme to mitigate any potential impact of the COVID19 and to cushion the possible effects on the food and nutrition security situation of the communities in the Pacific Region in the short run. The purpose of this Action will be to put agriculture at the forefront as the foundation for early economic recovery with strengthened crop and livestock production systems and short-term value chains through effective partnerships.



Key Result Areas:

The position of the Procurement Assistant encompasses the following major functions or Key Results Areas (KRAs):

1. Procurement planning and services
2. Facilitating procurement tender processes, including vetting and evaluations
3. Contract management, reporting, record keeping and other administrative tasks

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Procurement planning and services</p> <ul style="list-style-type: none"> • Work closely with the project team to ensure required support and services are provided for all procurement activities • Facilitating the registration of new vendors with the corporate Finance and Procurement teams • Facilitate project procurements in accordance with SPC procurement guidelines • Provide timely procurement reports to the project team leader when required • Ensure that the project procurement plan is reviewed and updated on a regular basis • Work closely with the LRD Finance and Administration support team and the SPC Procurement Team to ensure that all procurement activities are well supported and maintain high level of compliance • Any other tasks assigned by the supervisor (s) 	<ul style="list-style-type: none"> • Effective collaboration with the project team staff to ensure required procurement services are provided for the project procurement activities • Vendor forms are completed, vetted, sent for registration and followed up with the corporate team • Project procurements are effectively done and managed in accordance with the SPC Procurement Policy • Procurement plan submitted on time and maintained • All tasks assigned we completed in a timely and satisfactory manner

<p>KRA 2: Facilitating procurement tender processes, including vetting and evaluations</p> <ul style="list-style-type: none"> • Assist in undertaking any market research as required for the project • Conduct Request for Quotation (RFQ) processes for appointment of approved vendors and evaluate the quotations with proper justifications for the purchase • Take lead in finalising the Request for Purchase (RFP) and Request for Quotation (RFQ) documents • Prepare advertisements and arrange for publishing to websites and newspapers including technical websites as required • Facilitate responses to request for clarification and queries sent in by bidders • All RFQs and RFPs are filed electronically for audit purposes 	<ul style="list-style-type: none"> • Request for clarification forwarded to the relevant contact in a timely manner • Seek quotations and prepare an evaluation matrix justifying the chosen vendor for appointment • Successful and unsuccessful notices sent to bidders in a timely manner • All required information is captured on the advertisement and advertised through the Procurement Team as per SPC guidelines • Attend to all queries sent in by vendors on a timely manner • Ensure e-filing is done in order for future references
<p>KRA 3: Contract management, reporting, record keeping and other administrative tasks</p> <ul style="list-style-type: none"> • Prepare all procurement draft contracts as per SPC templates • Prepare a project contract register, manage and monitor all contracts as the required guidelines • Collating copies of all signed contracts and maintain electronic and hard copies for audit purposes • Track open contracts and ensure timely payments are made within the given timeframe • Timely reminders to vendors so that outcomes are achieved in a timely manner as per the contracts • Provide support on programme related matter as and when required • Provide quarterly analysis on the procurement performance and recommendations for future • Develop e filing structure, and ensure all documents are systematically filed and easily accessible for reviews, monitoring and audit purposes • Provide assistance on any other tasks necessary to support the project team 	<ul style="list-style-type: none"> • All contracts are maintained in the database and managed including procurement documents • Procurement documents, data and information systematically filed, stored and managed • Status of each contract updated regularly • Constant and effective liaison with the vendors • All procurement executed within the targeted timeframe • Systematic and sequential e-filing properly done for easy reference in future • Providing other support as and when required

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Having a good understanding of procurement and administration requirements
- Reviewing documents to ensure compliance with policies when processing requests
- Understanding donor agreement, requirements and policies
- Coordinating with multiple parties to collate data necessary to prepare contracts

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none">• Service providers• PICs countries and ministries• Consultants• Other regional organization• Private sectors	<ul style="list-style-type: none">• Interacting with service providers for best value for money, liaising with beneficiaries, consultants on the specifications or the requirement• Dealing with other agencies and getting information on products
Internal	
<ul style="list-style-type: none">• Project Team• LRD Finance and Admin• Operations Management Division (OMD)	<ul style="list-style-type: none">• Teamwork, collaborating, advising, receiving and providing technical input• Courtesy, giving and receiving information, explaining things to people, clarifying needs• Interacting, advising, gaining assistance, resolving minor conflicts, negotiating

Level of Delegation:

The position holder:

- Has no delegation of Authority

Person Specification:

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">- General diploma level qualification in procurement, finance, or administration	<ul style="list-style-type: none">- Level 1 Procurement & Supply certification

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> - At least 5 years of experience in procurement - Experience in project administration and procurement - Good understanding of programmes/projects - Experience with use of financial management information systems (SPC uses Microsoft Navision) - Sound coordination, administrative, networking and negotiation skills - Advanced computer skills in applications such as Microsoft Word and Excel - Excellent communications skills 	<ul style="list-style-type: none"> - Ability to work under minimum supervision. - Good team player - Good working knowledge of the Pacific - Experience in Regional and International organization will be an added advantage.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> • Procurement processes • Financial systems • Professional skills • Planning and organising • Prioritization of tasks • Customer focus
Advanced level	<ul style="list-style-type: none"> • Effective communicator • Attention to detail • Decision making/problem solving • Report writing
Working Knowledge	<ul style="list-style-type: none"> • Negotiation
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

Personal Attributes

- Communicates effectively
- Performs well under pressure
- Positive attitude to work
- Strongly committed
- Highly motivated
- Excellent interpersonal skills
- Sound judgement
- Well organized
- Dependable
- Creative and imaginative
- Honesty and integrity
- Demonstrates cultural and gender sensitivity

Change to Job Description:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. The Director Corporate Services may initiate such change as necessary. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.