

**JOB DESCRIPTION**

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| **Job Title:** | **Procurement and Grants Adviser (Health Procurement Specialist)** |
| **Division/Programme**  **and Section/Project (if any):** | **Procurement and Grants Team** |
| **Location**: | **Suva, Fiji** |
| **Reporting to:** | **Procurement and Grants Manager** |
| **Number of Direct Reports:** | **up to 2** |
| **Purpose of Role**: | To lead and manage procurement and grant activities, especially those with a focus on public health procurement, including sourcing of goods, and development of requirements; provide accurate, expert and specialist advice on procurement activities; and ensure compliance with organisational policies |
| **Date:** | April 2022 |

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| **Organisational Context and Organisation Chart** |

The Procurement and Grants Team is part of the Operations and Management Directorate. The Procurement Adviser (Health procurement) will sit with central Procurement and Grants Team and report into the Procurement and Grants Manager. The Officer will have a dotted reporting line into the Public Health Division and will spend up to 60% of their time on Public Health procurement and grants actions. The rest will be contributing to the actions of the Procurement and Grants team and providing support to other divisions. The position may have up to two direct reports.

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| **Key Result Areas (KRAs):** |

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **Operations: Procurement and Grants (40%)**   * Manage the procurement and grants actions for the Public Health division (PHD), including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) Calls for Proposals (CFP) and exceptions requests in accordance with SPC’s *Procurement Policy* and *Grants Policy*. * For other allocated divisions or programmes manage the RFP or CFP processes, and provide advice on RFQs and other procurement and grants processes * Prepare procurement documents for Requests for Proposals (RFP) and Requests for Quotations, including the technical statement of needs for specialized health materials * Source and manage the supply chain for specialized health materials * Provide support to all PHD programs/projects (and any other allocated divisions) with the formulation of their annual procurement plans, and development of their procurement and grants documentation * External relationships with vendors, including preferred suppliers, are managed | * Annual procurement plan for PHD (and other allocated divisions) is prepared on time, monitored, updated and implemented * Allocated procurement and grant actions (RFPs, RFQs, CFPs and non-competitive procurements (NCPs) are progressed and actioned with effective outcomes through the appropriate process * Solutions identified for specialized public health procurement actions and are actioned professionally and in a timely manner * Proactive identification of the need for invocation of Crisis Response Procedures and contribution to the brief * Preferred supplier agreements for specialized public health procurement activities are in place and well-managed * Manage and track international shipments of medical supplies to Pacific Island Countries and Territories, including shipments with specialized requirements (eg refrigeration) * Contracts are negotiated and finalised. * Contractual and supply issues are effectively resolved * Grants call for proposals are managed in a timely manner based * Procurement and grants actions are compliant with SPC’s requirements, including record keeping |
| **Advice (25%)**   * Provide expert advice to PHD staff and other allocated SPC divisions on procurement and grants processes, including appropriate use of exceptions * Advice to decision-makers (including the Procurement Committee) on complex procurement and grants issues taking into account stakeholder’s requirements to ensure value outcomes * Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated. * Risks identified, mitigated and/or escalated | * Expert advice provided on complex procurement and grants issues * Procurement Committee and other key decision-makers are fully briefed and advised on appropriate actions * Advice and assistance provided on technical evaluations * Risks managed * Carry out risk analysis of high value and complex procurement actions |
| **Outreach, Education and Training (15%)**   * Provide capacity building to SPC staff in procurement and grants functions * Provide capacity development support to potential grant applicants (where relevant) * Builds collaborative relationships with staff across OMD and SPC. * Ensure communication with key stakeholders and builds strong relationships | * PHD and other divisions are supported in understanding the requirements of the procurement and grants processes and functions * Client relationships are robust and well maintained * Communication with stakeholders is open * Vendors and applicants are supported in understanding their obligations |
| **Systems and Processes (10%)**   * Contribute to improving procurement and grants tools and systems to assist with building understanding and compliance and facilitate project audits * implement improvements in processes, procedures and systems, including review of PHD’s standard operation procedures * Identify recommendations on policy and process updates * process improvements collaboratively identified and implemented * Lead on a component of the procurement and grants reform | * Improvements in processes and tools are implemented * Improvements in procedures implemented * Active contribution to the reform of the procurement and grants functions |
| **Other duties as required (10%)** | * Other support for the Procurement and Grants Team as required |

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

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| Sourcing and supply chain management of procurement actions in the specialized area of health (with complex delivery chains requiring  Development of technical statement of needs for specialized equipment  Advice to the Procurement Committee and key decision-makers on complex procurement actions and activities  Negotiation of high value contracts following approval by the Procurement Committee |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**  Key external contacts are:   * Bidders/Vendors * Applicants/grantees * Shipping agents | Advice on procurement and grants activitiesNegotiations of procurement contracts or grant agreementsManagement of preferred supplier contractsCapacity development of applicants/granteesManagement of supply chain, including delivery of goods |
| **Internal**  Key internal contacts are:  Advise/Liaise   * Programme and project managers * PG staff * Legal Team * Procurement Committee * Procurement and grants staff embedded in divisions | Expert advice on procurement and grants activities Developing statement of needs and documentation for procurement and grants activitiesBriefing of Procurement CommitteeTraining and support to staff |

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| Level of Delegation: |

Routine Expenditure Budget: n/a

Budget Sign off Authority without requiring approval from direct supervisor: n/a

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| **Personal 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**

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| Essential: | Desirable: |
| CIPS Level 3 Advanced Certificate in Procurement and Supply Operations (or equivalent)  Advanced university degree (Master’s degree or equivalent) in a related field | Bachelor’s degree in law, finance, procurement, administration or international development or related field |

**Knowledge/Experience**

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| Essential: | Desirable: |
| At least 7 years’ experience providing advice on procurement matters in a public sector environment, including at least 2 years’ specialized experience in procuring, sourcing and managing procurement in the health sector  Fluent in English | Experience in providing advice on procurement and grants in an intergovernmental organisation  Pacific experience  Professional French |

**Key Skills/Attributes/Job Specific Competencies**

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

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| Expert level | * Research and analysis * Influencing decision-making through advice and support |
| Advanced level | * Procurement sourcing, supply management, advice * Written and oral communication * Customer relationship management * Teamwork and collaboration * Negotiation * Relevant SPC Policies, including Procurement and Grants * Planning |
| Working knowledge | * Microsoft Office products |

**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**

* + High level of professional integrity and ethics
  + Friendly demeanor
  + Demonstrated high level commitment to customer service

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| **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 the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.