



Pacific
Community

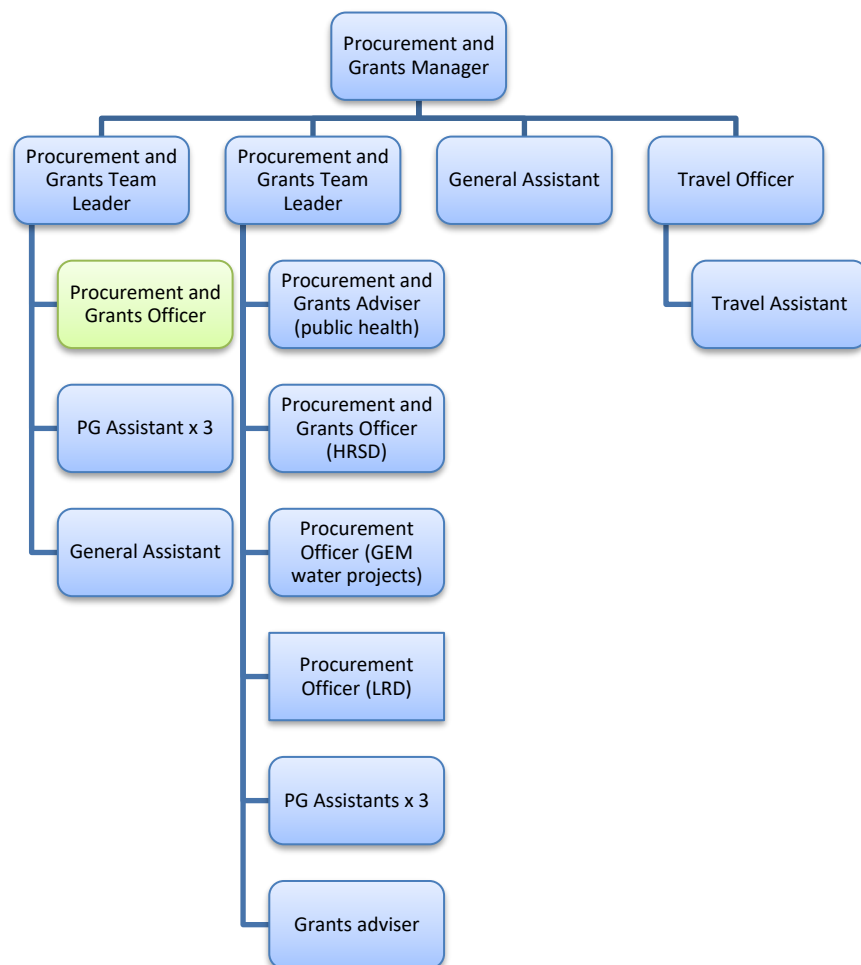
Communauté
du Pacifique

JOB DESCRIPTION

Job Title:	Procurement and Grants Officer
Division/Programme and Section/Project (if any):	Procurement and Grants Team
Location:	Noumea, New Caledonia
Reporting to:	Procurement and Grants Team Leader
Number of Direct Reports:	n/a
Purpose of Role:	To manage procurement and grant activities, including developing of grant calls for proposals, sourcing of goods, and development of requirements; provide accurate, expert and specialist advice on procurement and grants activities; and ensure compliance with organisational policies.
Date:	May 2022

Organisational Context and Organisation Chart

The Procurement and Grants Team is part of the Operations and Management Directorate. The Procurement and Grants Officer will sit with central Procurement and Grants Team and report into the Procurement and Grants Team Leader. The Officer may have a dotted reporting line into other divisions.



Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
Operations: procurement and grants (40%) <ul style="list-style-type: none"> Manage the procurement and grants actions for allocated division/s, including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) Calls for Proposals (CFP) and exceptions requests in accordance with SPC's <i>Procurement Policy</i> and <i>Grants Policy</i>. Prepare procurement documents for Requests for Proposals (RFP) and Requests for Quotations, including the technical statement of needs Provide support to allocated division/s 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 	<ul style="list-style-type: none"> Annual procurement plan for allocated division 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 procurement and grants 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 are in place and well-managed 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%) <ul style="list-style-type: none"> • Provide expert advice to clients 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 	<ul style="list-style-type: none"> • 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 and operational capacity assessments • Risks managed • Carry out risk analysis of high value and complex procurement and grant actions
Outreach, education and training (15%) <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Clients 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%) <ul style="list-style-type: none"> • 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 assisting with mainstreaming SPC's social and environmental principles in procurement and grant actions • Identify recommendations on policy and process updates • process improvements collaboratively identified and implemented • Lead on a component of the procurement and grants reform 	<ul style="list-style-type: none"> • 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%)	<ul style="list-style-type: none"> • 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.

Most Challenging Duties Typically Undertaken (Complexity):

Development and management of calls for proposals for large scale grants actions with informal sectors
Sourcing and supply chain management of procurement actions
Development of technical statement of needs for specialized equipment
Advice to the Procurement Committee and key decision-makers on complex procurement and grant actions and activities
Negotiation of high value contracts following approval by the Procurement Committee

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: <ul style="list-style-type: none"> • Bidders/Vendors • Applicants/grantees • Shipping agents 	Advice on procurement and grants activities Negotiations of procurement contracts or grant agreements Management of preferred supplier contracts Capacity development of applicants/grantees Management of supply chain, including delivery of goods
Internal Key internal contacts are: Advise/Liaise <ul style="list-style-type: none"> • 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 activities Briefing of Procurement Committee Training and support to staff

Level of Delegation:

Routine Expenditure Budget: n/a

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

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

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

Knowledge/Experience

Essential:	Desirable:
At least 6-7 years' experience providing advice on procurement and/or grant matters in a public sector environment Fluent in English Professional French	Experience in providing advice on procurement and grants in an intergovernmental organisation Pacific experience

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">• Research and analysis• Influencing decision-making through advice and support
Advanced level	<ul style="list-style-type: none">• Procurement sourcing, supply management, advice• Grants award and management• Written and oral communication• Customer relationship management• Teamwork and collaboration• Negotiation• Relevant SPC Policies, including Procurement and Grants
Working knowledge	<ul style="list-style-type: none">• 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

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.