



## JOB DESCRIPTION

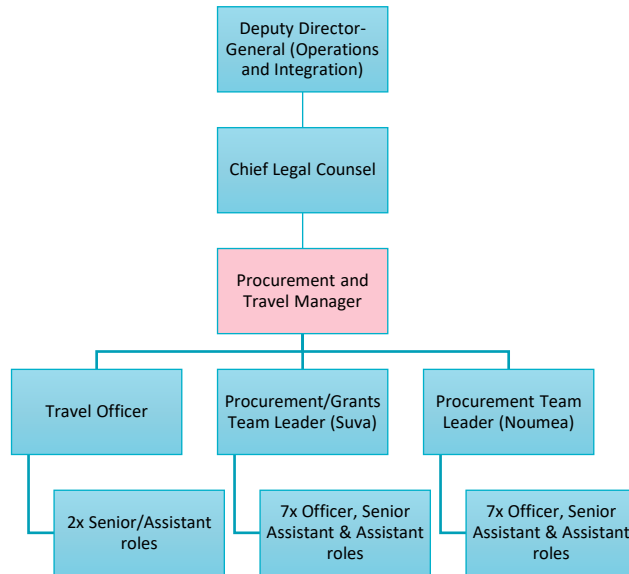
<b>Job Title:</b>	<b>Procurement and Travel Manager</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Procurement and Travel Team, Operations Management Directorate</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Reporting to:</b>	<b>Chief Legal Counsel</b>
<b>Number of Direct Reports:</b>	<b>At least 3</b>
<b>Purpose of Role:</b>	To lead the Procurement and Travel Team in providing high quality advice and service for procurement and travel activities; to provide expert and specialist advice to influence the strategic direction of SPC's procurement and travel activities; to strengthen internal understanding and capabilities of SPC staff in procurement and travel processes; and to drive procurement and travel improvements as part of the 'One OMD' workplan, with a particular focus on improvements in processes, procedures and systems and building excellent relationships internally and externally.
<b>Date:</b>	<b>November 2023</b>

### Organisational Context and Organisation Chart

The Procurement and Travel Manager reports to the Chief Legal Counsel within the Operations and Management Directorate (OMD). The role will have responsibility for the strategic direction of SPC's procurement and travel functions, and the management of the Procurement and Travel team. The role has 3 direct reports and leads a team of more than 20 staff (this number includes team members with a matrix reporting arrangement in place). The number of positions within the team (or included in matrix management) is anticipated to increase over time.

The Procurement and Travel Team continues to take steps to significantly improve the service being delivered. The Procurement and Travel Manager will be driving these improvements, implementing change management and identifying areas for further improvement.

The current structure of the team is as set out below:



**Key Result Areas (KRAs):**

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

Jobholder is accountable for	Jobholder is successful when
<p><b>Leadership, Management and Operations: procurement and travel (50%)</b></p> <ul style="list-style-type: none"> <li>• Lead SPC’s procurement and travel functions to deliver high quality customer service advice</li> <li>• Provide harmonised and consistent service across SPC to the agreed service standards and in accordance with SPC’s <i>Procurement Policy</i> and <i>Travel Policy</i>.</li> <li>• Lead on organisation-wide procurement and travel planning, including strategic planning</li> <li>• Lead on the management of organisation-wide procurement and travel risk management</li> <li>• Ensure a ‘one Procurement and Travel Team’ approach</li> <li>• Ensure that the team’s budget is well managed</li> <li>• Ensure that external relationships with vendors and bidders, including preferred suppliers, are optimised</li> <li>• Ensure that quality customer service is provided to SPC’s divisions undertaking procurement and travel activities</li> <li>• Lead on ensuring compliance with SPC’s Procurement and Travel policies</li> <li>• Lead on ensuring audit compliance and procurement and travel compliance checks</li> <li>• Review and approve processes as per delegated authority</li> </ul>	<ul style="list-style-type: none"> <li>• Procurement actions are compliant with SPC’s requirements and international procurement standards, including record keeping and ethical obligations</li> <li>• Workload planning is strategic and based on SPC’s annual procurement plan, on time, monitored, updated and implemented</li> <li>• Equitable distribution of work across the two locations and harmonised and consistent service is provided</li> <li>• The budget is well managed</li> <li>• The service and quality standards for procurement and travel activities are met</li> <li>• Relationships with bidders and vendors are optimised</li> <li>• Vendor management is continuously improved</li> <li>• Travel services are delivered and compliant with SPC’s requirements</li> </ul>
<p><b>Advice (15%)</b></p> <ul style="list-style-type: none"> <li>• Provide advice to influence the strategic direction of SPC’s procurement processes</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic reporting on procurement and travel issues to the Audit and Risk Committee, Senior Leadership Team and OMD Management Team</li> </ul>

<ul style="list-style-type: none"> <li>• Provide advice to decision-makers on complex procurement and travel issues (contracts, exceptions, protests, management of COI etc.)</li> <li>• Lead recommendations on policy and process updates</li> <li>• Organisational wide ethical issues relating to procurement and travel are identified and managed</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting is used to provide strategic advice to senior decision-makers to influence the direction of travel and procurement actions</li> <li>• Risks are mitigated</li> <li>• Ethical issues are identified and managed, and advice is provided to decision-makers on how to manage ethical issues (eg COI) and integrity is demonstrated</li> </ul>
<p><b>Management of staff (10%)</b></p> <ul style="list-style-type: none"> <li>• Manage procurement and travel staff and resources</li> <li>• Lead SPC's training plan for procurement and travel activities</li> </ul>	<ul style="list-style-type: none"> <li>• Manages resources effectively and efficiently</li> <li>• Ensures corporate requirements are met individually and as a team, including the performance planning and assessment cycle and the requirements of finance, audit and risk reporting</li> <li>• Manages staff performance and ensures consistency</li> <li>• Creates a positive work environment, promotes collaboration within the team and across functions and other divisions in the organisation</li> <li>• Supports the health, safety and well-being of employees in the way the team is led and managed</li> <li>• Training is offered to staff, and communication through intranet, emails and one-on-one sessions are widely offered</li> </ul>
<p><b>Stakeholder relationship management (15%)</b></p> <ul style="list-style-type: none"> <li>• Build robust collaborative relationships with senior staff across OMD and SPC</li> <li>• Ensure excellent communication with key stakeholders and build strong relationships</li> <li>• Provide leadership on internal and external stakeholder relationship management</li> </ul>	<ul style="list-style-type: none"> <li>• Divisional Directors are clear on Procurement and Travel in their divisions</li> <li>• Improvements are planned</li> <li>• Staff are supported in understanding the requirements of the procurement and travel processes and functions</li> <li>• Client relationships are robust and well maintained</li> <li>• Communication with stakeholders is open</li> </ul>
<p><b>Systems and processes (10%)</b></p> <ul style="list-style-type: none"> <li>• In collaboration with OMD Management, and with participation of key stakeholders (e.g. divisions) drive procurement and travel improvements as part of the one OMD workplan, with a particular focus on improvements in processes, procedures and systems.</li> <li>• Harmonise processes, systems and procedures across all SPC locations for procurement and travel</li> </ul>	<ul style="list-style-type: none"> <li>• Process improvements are collaboratively identified and implemented</li> <li>• Improvements in processes, tools and systems are implemented</li> </ul>

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

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

- Influencing Executive and Senior Management on procurement and travel strategic direction

- Negotiation of highly complex contracts or development partner funding agreements
- Management of staff
- Sourcing and management of supply chain issues in specialty areas
- Advice to the Procurement Committee and key decision-makers on complex procurement actions and activities
- Ensuring effective cross-functional communication and engagement

### Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Development partners</li> <li>• SPC members</li> <li>• Bidders/Vendors</li> <li>• Auditors</li> <li>• Travel preferred suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic advice to influence procurement SPC decision making</li> <li>• Negotiations of procurement contracts</li> <li>• Coordination of input into audits</li> <li>• Maintenance of preferred supplier relationships</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Programme and project managers</li> <li>• Procurement and Travel staff</li> <li>• Finance Team</li> <li>• Legal Team</li> <li>• Procurement Committee</li> <li>• Procurement staff embedded in divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic advice to influence procurement and travel choices of SPC</li> <li>• Strategic advice to Procurement Committee Chairs and Members</li> <li>• Ensuring the quality of the procurement and travel processes</li> <li>• Education, training and outreach to SPC staff</li> <li>• Management of the team</li> </ul>

### Level of Delegation:

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

### 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:
Advanced university degree (Master's degree or equivalent) in a related field (or equivalent experience)	CIPS Level 4 Advanced Certificate in Procurement and Supply Operations (or equivalent experience)

### Knowledge/Experience

Essential:	Desirable:

At least 10 years' experience managing a team, providing advice on procurement matters in a public sector environment	Experience in providing advice on procurement in an intergovernmental organisation
Excellent verbal and written communication and negotiation skills	Travel management experience
Excellent analytical skills	Pacific experience
Fluent in English	Fluent in French

### 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"> <li>• Team leadership</li> <li>• Influencing decision-making through advice and support</li> <li>• Advocacy, negotiation, influencing skills</li> <li>• Interpersonal skills</li> <li>• Relevant SPC Policies, including Procurement and Travel</li> <li>• Customer focus and high-quality service</li> <li>• Procurement sourcing, supply management, advice</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Staff management</li> <li>• Change management</li> <li>• Strategic thinking</li> <li>• Strategic planning</li> <li>• Stakeholder management</li> <li>• Written and oral communication</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to work in a multi-cultural, multi-ethnic environment</li> <li>• Knowledge of procurement challenges facing the Pacific region</li> <li>• Microsoft Office products</li> </ul>

### 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 and approachable 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 or regulatory requirements or 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.