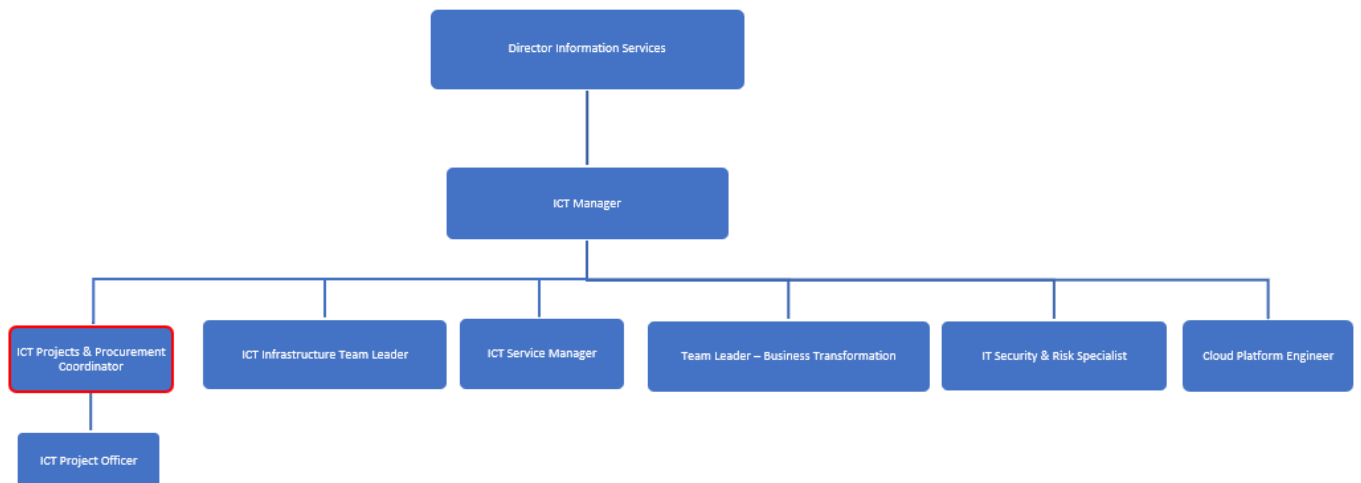




JOB DESCRIPTION

Job Title:	ICT Procurement and Projects Coordinator
Division/Programme and Section/Project (if any):	OMD ICT
Location:	Suva
Reporting to:	ICT Manager
Number of Direct Reports:	1
Purpose of Role:	<p>The ICT Procurement and Projects Coordinator will be responsible for managing and coordinating the delivery of operational projects and procurement activities for the ICT department. The role will be involved in planning, budgeting, monitoring, reporting, and ensuring compliance with ICT policies and standards.</p> <p>The ICT Procurement and Projects Coordinator also liaises with internal and external stakeholders, vendors, and contractors to ensure the successful completion of ICT procurement processes which will include management of Request for Quotes and Request for Proposal processes in close coordination with the SPC Procurement Team.</p> <p>This role requires a blend of technical knowledge, procurement and project management skills to be effective in the role.</p>
Date:	June 2024

Organizational Context and Organization Chart



Key Result Areas (KRAs):

The position of ICT Procurement & Projects Coordinator encompasses the following major functions or Key Result Areas:

- Develop and Implement Project Governance Framework that will enhance the delivery of operational project within the department
- Planning, coordination, initiation and execution and monitoring of operational projects to meet project deliverables.
- Coordinate and develop procurement plans and formation of activities required to implement procurement initiatives.
- Stakeholder Management to ensure positive project and procurement outcomes are achieved
- Compliance with SPC's legal obligations, policies, and procedures
- Documentation and Reporting on project and procurement activities for the department

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA#1 (25%) Develop and implement a standardized Project Management Methodology (PMM) and that will enhance the delivery of operational project within the department.</p> <ul style="list-style-type: none"> • Assess the current scope of operational projects and develop a suitable project methodology. • Implement the identified project methodology for all operational projects implemented of the department. • Review and consolidation of project pipelines as required to meeting changing needs and requirements. 	<ul style="list-style-type: none"> • Assessment report on projects and finalized. • A Project Management Methodology has been implemented. • Teams have been informed and provided guidance on the PPM. • Projects have been identified and successfully completed in alignment with the PPM • Regular reviews of project pipelines and adjustments are made to adapt to changing business requirements.
<p>KRA#2 (20%) Planning, coordination, initiation, and execution and monitoring of operational projects to meet project deliverables.</p> <ul style="list-style-type: none"> • Supervise the project procurement processes to ensure they are in line with SPC procurement guidelines. • Lead and manage projects through the project life cycle (initiation, planning, execution control and closure). • Maintain and track key project management products, including Management Plan, Schedule, Risk and Issue Register and Communication Activities. 	<ul style="list-style-type: none"> • Any project related procurements are completed successfully in line with SPC's procurement guidelines. • Projects are planned, coordinated and effectively managed to meet deadlines. • Reporting of project status are done on a regular basis as agreed with stakeholders. • Project documentation is up to date and centralized stored in line with documents management guidelines.
<p>KRA#3 (20%) Coordinate and develop procurement plans and formation of activities required to implement procurement initiatives.</p>	<ul style="list-style-type: none"> • Effective collaboration with various stakeholders to collectively design and develop learning materials. • There is a mechanism of engagement to solicit feedback from stakeholders on continuously

<ul style="list-style-type: none"> • Working with various teams within the department to plan and coordinate and plan any required procurement. • Ensuring that procurement plans are aligned to department budget forecasts. 	<p>improving change management processes and methodologies in line with best practice.</p> <ul style="list-style-type: none"> • Staff are managed and objectives are successfully met.
<p>KRA#4 (20%) Procurement Documentation, reporting and communication on project and procurement activities for the department.</p> <ul style="list-style-type: none"> • Prepare procurement documents for Requests for Proposals (RFP) and support Requests for Quotations, including supporting the technical statement of needs. • Organizing review of RFP's documents from technical expertise • Relevant reports are developed and share with relevant stakeholders in a timely manner • Communication related to project implementation is timely and effective 	<ul style="list-style-type: none"> • Requests for proposals are well documented in collaboration with the technical teams to facilitate an effective procurement process • Requests for quotations are well articulated to facilitate an effective procurement process • Relevant technical evaluation teams are formed to perform effective evaluations • Relevant documents is provided to the procurement committee to support the procurement process. • Procurement and project reports are circulated in a timely manner • Communication relating to projects are planned and circulated well in advance of any changes
<p>KRA#5 (10%) Stakeholder Management to ensure positive project and procurement outcomes are achieved</p> <ul style="list-style-type: none"> • Engage with customers to assess their needs, define a project management requirement, scope, acceptance criteria and project timelines. • Coordinate the allocation of project resources with various teams to ensure technical needs of the project is met. 	<ul style="list-style-type: none"> • Relevant project documentation is completed and provided to stakeholders for review and approval in a timely manner • Effective tools in place to monitor and measure the effectiveness of procurement and project management activities • Effective resource allocation to project to facilitate a successful execution.
<p>KRA#6 (5%) Compliance with SPC's legal obligations, policies, and procedures</p> <ul style="list-style-type: none"> • All project and procurement activities are completed is in line with SPC requirements. • Any procurement and project management implementations adhere to all SPC's policies. • Working with stakeholders to understand and implement projects that are aligned to SPC's policies. 	<ul style="list-style-type: none"> • Projects are successfully implemented in line with SPC guidelines and policies. • Procurement • Change management implementation is implemented in line with SPC policies. • Training material designed by stakeholders are in line with SPC Policies.

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):

- Leading cross-functional teams and leveraging matrixed reporting lines to deliver project and procurement outputs.
- Influencing SPC staff without having line of authority.
- Communicating with and influencing a diverse range of stakeholders.
- Leading project management practice improvement across ICT.
- Promptly responding to multiple, ad-hoc and concurrent requests for advice, inputs or expertise while pursuing agreed work priorities.

- Working with procurement and technical teams to develop request for quotations and request for proposals.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Contractors, consultants, and service providers. • Vendors 	<ul style="list-style-type: none"> • Coordinate ICT project activities • Contract management and project delivery with external service providers, contractors and consultants. • Contract negotiations with vendors • Coordination of input into audits
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Managers, subject matter experts and project staff from other SPC Divisions and O&I Teams • SPC Corporate Services teams. • Executive and Senior Management teams. • ICT Team • All SPC Staff 	<ul style="list-style-type: none"> • Project management, coordination, and communication. • Using SPC systems and processes to procure and manage services delivered by consultants and service providers • Encouraging and facilitating good project management practice for ICT projects. • Support ICT initiatives, including the development of business cases with relevant teams within ICT • Liaising with technical teams for technical requirements required for project and procurement activities.

Level of Delegation:

Routine Expenditure Budget: 0 €

Budget Sign off Authority without requiring approval from direct supervisor: 0 €

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:
<ul style="list-style-type: none"> • Degree in project management, engineering, computer science, information technology, procurement or related field; or equivalent combination of degree and work experience 	<ul style="list-style-type: none"> • CompTIA Certified Technical Trainer (CTT+) or similar certification. • PRINCE2 Foundations or equivalent level project management certification • Technical certifications in technologies relevant to SPC's environment and future

	<ul style="list-style-type: none"> • CIPS Level 4 Advances Certificat in Procurement and Supply Operations (or equivalent experience)
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Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Minimum of 7 years’ experience in project management and/or procurement role • Experience working in an international, multicultural organization. • Experience working in the Pacific. • Excellent communication skills (written and verbal) • Expected to travel as and when required. • Fluent in English 	<ul style="list-style-type: none"> • Experience in portfolio management with multiple projects • Experience in Agile Project Delivery • Experience with modern project management software and tools in different organizational and project contexts. • Experience in coordinating procurement activities for technical teams including developing of request for quotations and required for proposals. • Experience in technical procurement evaluations • Working knowledge of 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"> • Ability to plan, implement, and monitor complex projects, including budget management and reporting. • Ability to build and manage relationships with diverse stakeholders across the organization. • Understanding of different project management methodologies and the appropriate contexts in which these methods can be employed. • Understanding of project scheduling, critical path, and work breakdown structures. • Procurement sourcing, supply management • Advocacy, negotiation and influencing skills
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Advanced level	<ul style="list-style-type: none"> • Experience with agile methodologies, user-centric design, and data-driven decision making. • Ability to gather requirements, perform analysis and translate stakeholder needs into detailed work packages. • Excellent writing, presentation, and communication skills. • Customer relationship management • Relevant SPC Policies including procurement • Written and oral communication
Working knowledge	<ul style="list-style-type: none"> • Ability to work in a multi-cultural, multi-ethnic environment • Knowledge of procurement challenges facing the Pacific region • Microsoft Office products • Knowledge of international standards and best practices. • Understanding of the software development lifecycle. • Understanding of security frameworks and data protection policies e.g. GDPR
Awareness	<ul style="list-style-type: none"> • SPC Regulations and Policies • Cultural sensitivities and communication protocols across diverse customers. • The importance of gender equality, social inclusion, and human rights.

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.