



JOB DESCRIPTION

Job Title:	Procurement Officer
Division and Section:	Land Resources Division
Location:	Suva, Fiji
Reporting to:	Finance and Procurement Officer
Number of Direct Reports:	0
Purpose of Role:	To support procurement activities, provide high quality advice to team members and client customer service
Date:	January 2025

Organisational Context and Organisation Chart

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

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 **Procurement Officer** position is funded by the European Union through the ‘Safe Agricultural Trade Facilitation through Economic integration in the Pacific’ (SAFE Pacific) project. SAFE Pacific provides targeted assistance to enhance export capacity and promote economic growth in small Pacific Island nations, supporting Pacific ACPs in overcoming export market barriers, improving the quality of value-added products, and ensuring compliance with international standards. The areas of focus include: strengthening biosecurity, strengthening sustainable agricultural value chains, improving access to export markets, improving and strengthening compliance with international standards and improving animal health and production. SAFE Pacific focuses on strengthening economic integration in the region which will have positive impacts leading to improved livelihoods for communities, creation of jobs and reduction in poverty.

SAFE Pacific is part of a larger EU-funded 'Pacific Regional Integration Support' Programme (PRISE) programme and is implemented in 15 Pacific ACPs: the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu.

The role will provide support in a variety of procurement functions including: supporting good quality decision-making; problem-solving and providing customer service.



Key Result Areas (KRAs):

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

Jobholder is accountable for	<i>Jobholder is successful when</i>
<p>Operations: Procurement (45%)</p> <ul style="list-style-type: none"> • Lead all procurement activities in accordance with SPC’s Procurement and Grants Policies by: <ul style="list-style-type: none"> ○ Monitor and update the procurement Plan. ○ Lead with drafting tender documentation for RFQ processes. ○ Liaise with countries and MSMEs on Procurement specifications. ○ Lead and monitor infrastructure procurement and manage contracts with Suppliers. ○ Allocate procurement tasks as needed. ○ processing vendor entries and undertaking due diligence on vendors. ○ drafting standard procurement contracts using SPC’s templates. ○ providing information to clients on procurement processes. ○ responding to external requests for clarification during a tender process. ○ assisting with maintaining the website up to date. ○ Assist in maintaining relationships with vendors, including preferred suppliers, are managed. 	<ul style="list-style-type: none"> • Assigned tasks are completed on time, accurately and to a high quality. • Personal workload is managed. • Procurement policy and guidelines are understood and complied with, and advice is provided accordingly. • Documentation on routine matters is accurate and requires minimal verification. • Service standards are met. • Innovative cost-effective solutions are found for multi country procurement.

<p>Support and Client Services (25%)</p> <ul style="list-style-type: none"> • Provide high quality customer service on procurement issues. • Provide professional and sound service to team members to assist with procurement decisions. • Respond to routine queries received through the LRD Helpdesk or the external email. • Keep clients informed of progress on their matters. • Information provided to divisions on routine procurement matters to divisional contacts. 	<ul style="list-style-type: none"> • Interactions are courteous and professional. • Relationships with key clients are maintained. • Communication is proactive. • Accurate and timely support on routine matters, including promptly responding to non-complex helpdesk queries and external requests for information. • Support to focal points and decision-makers on procurement issues by providing information on standard processes. • Support the preparation of briefs and draft-decisions for the Procurement Committee and other decision-makers for standard issues. • Support the preparation of statements of needs and other procurement documentation for RFPs/RFQs/EOIs. • Problem-solve non-complex issues for clients.
<p>Compliance and Improvements (25%)</p> <ul style="list-style-type: none"> • Support reporting and ensure tracking is up to date. • Oversee and contribute to the asset handovers and other close out tasks as required. • Record-keeping is accurate. • Contributes to the LRD Procurement portfolio knowledge and lessons learnt hub. • Risks and any ethical issues identified and escalated. • Support the implementation of Process improvement. 	<ul style="list-style-type: none"> • Data is up to date and accurate. • File notes/minutes are accurate and available. • Records are accessible, saved correctly and in the correct format, and stored in the correct places. • Risks escalated through reporting to managers. • Ethical principles (including confidentiality, avoiding conflicts of interests) are understood and applied. • Process improvements are implemented proactively.
<p>Other duties as required (5%)</p>	<ul style="list-style-type: none"> • Other administrative tasks as allocated are completed, including back-up support for the general administrative assistant.

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):

- Providing procurement information on routine matters to team members
- Support decision-makers by providing information on procurement issues, and the drafting of briefs and by problem solving non-complex issues
- Supporting the preparation of briefs and internal memos for the Procurement Committee and other decision-makers
- Providing guidance and support to the procuring section on the interpretation of the policy requirements

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"> • Bidders/Vendors • Applicants • Auditors 	<p>Guidance on procurement activities</p> <p>Support negotiations of procurement contracts</p> <p>Management of preferred supplier contracts</p> <p>Management of supply chain, including delivery of goods</p> <p>Assistance with document retrieval for auditors</p>
<p>Internal</p> <p>Key internal contacts are: Advise/Liaise</p> <ul style="list-style-type: none"> • Programme and project staff • LRD Finance Services • Procurement and grants staff (in Suva and Nouméa) • SPC Finance staff 	<p>Replying to simple queries on the procurement helpdesk</p> <p>Responding to non-complex queries, and guiding and supporting on procurement processes and procedures using established policies and procedures</p> <p>Providing information and routine advice</p>

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"> • A degree in procurement, finance, business administration or a related field or equivalent body of knowledge and experience. 	<ul style="list-style-type: none"> • Membership or evidence of Recent membership of CIPS. • Project Management Certificate.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 5 years of experience in procurement or project operations on a development project. • At least 3 years of experience liaising with beneficiaries on a donor project. • Project administration experience. • Good written and oral communication skills. • Fluent in English. • Ability to work in multi-cultural teams. 	<ul style="list-style-type: none"> • Experience in providing support to infrastructure procurement on a development project. • Experience with Navision or other financial/procurement management software. • Pacific work experience.

Key Skills/Attributes/Job Specific Competencies

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

Advanced level	<ul style="list-style-type: none"> • Commitment to customer satisfaction • Collaborative capabilities • Teamwork • Relevant SPC Policies, including Procurement • Research and analysis • Supporting decision-making • Record-keeping
Working knowledge	<ul style="list-style-type: none"> • Ability to work in a multi-cultural, multi-ethnic environment • Microsoft Office products
Practical knowledge	<ul style="list-style-type: none"> • Written and oral communication • Diplomacy and discretion in working with staff

Key Behaviors

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

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

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.

