



JOB DESCRIPTION

Job Title:	Procurement Engineer
Division/Programme and Section/Project (if any):	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
Location:	Suva, Fiji
Reporting to:	BSRP II Project Manager
Number of Direct Reports:	Nil
Purpose of Role:	To guide specification and procurement processes and support oversight of construction projects in tandem with Ministry of Works in Pacific Island Countries. To also engage in supporting procurement where community, urban and coastal resilience initiatives include a structural component.
Date:	December 2023

Organizational Context and Organization Chart

SPC is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. We work for the well-being of Pacific people through the effective and innovative application of science and knowledge, guided by a deep understanding of Pacific island contexts and cultures. (<https://www.spc.int>).

SPC has brought together its efforts in disaster risk reduction and water and sanitation, along with relevant climate change adaptation and natural resource management initiatives, into an integrated Disaster and Community Resilience Programme (DCRP). Part of SPC's Geoscience, Energy and Maritime (GEM) Division, the DCRP was formed to better support our Member Countries achieve their sustainable development goals through evidence-based action and partnerships for resilience. By bringing these related areas together, the DCRP is focusing SPC efforts to support Member Countries to demonstrate strengthened resilience through integrated actions on disaster risk management, climate change adaptation, natural resource management and increased access to water and sanitation. The DCRP delivers this work through a series of projects and programme funding, coming together through integrated programmatic delivery (<https://gem.spc.int/key-work/DCRP>).

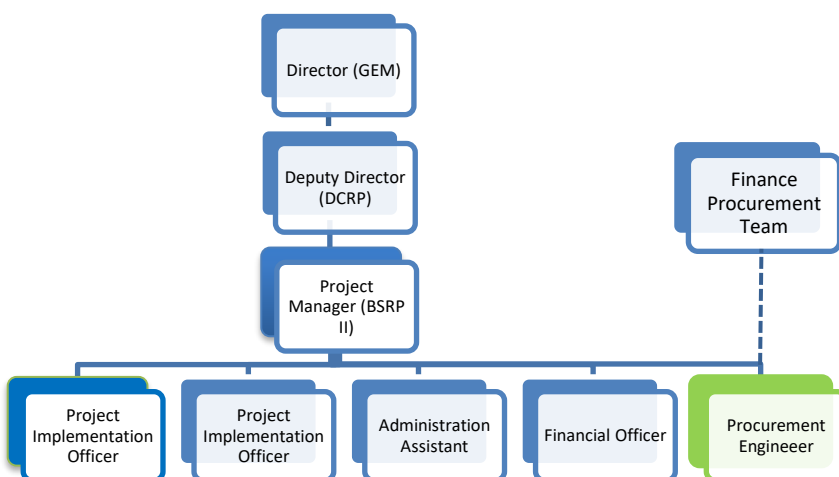
BSRP II is a EUR 14 million project under DCRP. It commenced in September 2022, building on the first phase of BSRP (2013-2020). BSRP II is implemented by SPC in collaboration with agencies from

15 Pacific Island Countries¹ (PICs) as part of the 11th European Development Fund (EDF) Intra-African, Caribbean and Pacific (ACP) Natural Disaster Risk Reduction Programme (NDRRP) supported by the Organisation of African, Caribbean and Pacific States (OACPS) and European Union Delegation (Suva).

BSRP II is seeking a Procurement Engineer to support PICs with a number of infrastructure projects mostly relating to its work area: *Emergency Operations Centres, Evacuation Centres and/or Pre-positioned Supply facilities upgraded or built*. The current portfolio of activities that the Procurement Engineer will be supporting include:

- Construction of a National Emergency Operations Centre in Cook Islands (valued at EUR2.28mill)²
- Construction of a Provincial Emergency Operations Centre (PEOC) and staff quarters in Central Island Province, Solomon Islands (valued at EUR246,000)
- Construction of an Emergency Operations Centre, including storage facility, in Savai'a, Samoa (valued at EUR304,000)
- Construction of a multi-purpose emergency shelter and storage facility in Arorae (pop:994) in the Southern Gilbert group (valued at EUR97,000)
- Refurbishment of two existing divisional Emergency Operations Centres in Fiji (valued at EUR110,000)
- Furnishing and equipping of the newly renovated Emergency Operations Centre in Chuuk, FSM (valued at EUR176,000³)
- Commissioning of small works to improve accessibility of evacuation centres in Tuvalu, and procurement of equipment for Outer Islands Emergency Operations Centres
- Repair of the AM Radio Station infrastructure in Yap, FSM (valued at EUR145,000)
- Installation of fire hydrant infrastructure in Koror and Airai state, Palau (valued at EUR348,000)
- Procurement of reverse osmosis units for RMI and Nauru (valued at EUR150,000 and EUR45,000)

The above list is indicative and subject to change. There are also likely to be other project related procurements that the Procurement Engineer will be expected to support during the implementation of the project. In so doing the Procurement Engineer will report directly to the BSRP II Project Manager and indirectly to the Procurement Team in the Division of Finance.



¹ Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu

² BSRP II will provide co-financing of approximately EUR504,000. Procurement for this project will be managed by Cook Islands Government. The Procurement Engineer will be expected to provide support and oversight of BSRP II's contribution.

³ Includes additional activities such as procurement of back-up generators.

Key Result Areas (KRAs):

- KRA 1: Procurement planning for technical and civil engineering-related goods and services (25%)
- KRA 2: Guide specification and procurement processes for technical and civil engineering-related goods and services (30%)
- KRA 3: Oversee technical and civil engineering-related contracts, monitoring quality, risk and compliance (30%)
- KRA 4: Capacity building and operational support (15%)

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

Jobholder is accountable for	Jobholder is successful when
<p>KRA 1: Procurement planning for technical and civil engineering-related goods and services (25%)</p> <ul style="list-style-type: none"> - Monitor market conditions for the supply of technical and civil engineering-related goods and services for disaster, climate change, water and other resilience purposes. - Provide strategic advice on technical and civil engineering-related procurement matters for BSRP II to maximise economies of scale, meet SPC accountability requirements, meet member country needs and enhance member country systems. - Liaise with PIC Ministries of Works and/or relevant agencies and stakeholders to plan the timely procurement of technical and civil engineering-related goods and services. This includes taking into account country-specific needs and processes. - Ensure planning timelines are realistic and within project parameters and aligned with SPC policies and procedures. - Plan preferred service agreements for recurrent markets 	<ul style="list-style-type: none"> - BSRP II activities forward plan the delivery of technical and civil engineering goods and services with a good understanding of market conditions and suppliers. - Economies of scale are achieved without sacrificing the needs of each PIC. - PIC needs and processes are accounted for in the procurement planning process. - Timelines are realistic and within project parameters. - Good communication with the central procurement team
<p>KRA 2: Guide specification and procurement processes for technical and civil engineering-related goods and services (30%)</p>	

<p>In relation to the procurement of disaster, climate change, water and resilience-related technical and civil engineer goods and services:</p> <ul style="list-style-type: none"> - Consult with project teams, technical specialists, SPC procurement personnel and PIC collaborating agencies, and draft specifications and performance requirements. - Review designs, specifications and procurement documentation for compliance with relevant standards (e.g. building codes) and as well environmental and social impact management requirements. - Work with the Procurement Team to prepare request for quotation/proposal (RFQ/RFP) documentation as appropriate and perform total cost analysis. - Solicit price quotations and proposals from suppliers. - Analyse technical and commercial data based on the responses and advise the Procurement Committee. - Support the central procurement team in negotiations with vendors - Prepare policy compliant purchase orders and contract documents for disaster, climate change, water and resilience-related technical and civil engineer goods and services. 	<ul style="list-style-type: none"> - Specifications and procurement documentation meets PIC needs and is compliant with relevant standards and environmental and social impact management requirements. - RFQ, RFP and contracting documentation meets SPC, donor and PIC requirements and is compliant with all relevant policies. - Bids received and negotiated are within the predicted range of costs and are of the quality desired. - The Procurement Committee receives high-quality technical insights to inform their decisions. - All supporting documentations are collated, filed and easily retrievable.
<p>KRA 3: Oversee technical and civil engineering-related contracts, monitoring quality, risk and compliance (30%)</p>	<ul style="list-style-type: none"> - Disaster, climate change, water and resilience-related technical and civil engineer goods and services are delivered on time, on budget and to the required standards. - Contracts are well managed, e.g. do not expire before work is completed. - PIC recipients are satisfied with the progress and delivery of disaster, climate change, water and resilience-related technical and civil engineer goods and services. - Project teams are well informed of related risks and risks are being actively mitigated. - Handover of assets is prompt and undertaken in accordance with SPC and donor requirements.

<ul style="list-style-type: none"> - Track and expedite the supply of disaster, climate change, water and resilience-related technical and civil engineer goods and services. Ensure that delivery is within the agreed financial parameters, and is fit-for-purpose. - Monitor and manage civil engineering related procurement contracts. - In tandem with project teams, PIC Ministry of Works or other relevant agencies/stakeholders, monitor the quality of execution of technical and civil engineering-related activities to ensure that contract deliverables, building code and environmental plan requirements are met. This includes coordinating monitoring visits, recording and analysing monitoring data. - Identify and promptly notify project teams of risks and mitigation measures, and ensure mitigation measures are implemented. - Manage the handover of related assets in accordance with SPC and donor requirements, including ensuring accurate records are kept for audit purposes. 	
<p>KRA 4: Capacity building and operational support (15%)</p> <ul style="list-style-type: none"> - Work with the Procurement Team to increase the capacity of DCRP project and PIC Departmental staff to successfully undertake technical and civil engineering-related procurements. This includes providing in-person and online training, coaching and providing technical knowledge exchange. - Contribute to PIC, donor and other SPC reporting and communications relating to the delivery of disaster, climate change, water and resilience-related technical and civil engineer goods and services as required. This may also include participating in project evaluations. 	<ul style="list-style-type: none"> - DCRP project and participating Member Country Departmental staff are more confident in undertaking technical and civil engineering-related procurements. - Reporting and communication of progress with procuring and delivering disaster, climate change, water and resilience-related technical and civil engineer goods and services is on time and meets stakeholder needs.

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):

<ul style="list-style-type: none"> - Providing data-informed strategic procurement advice - Interpreting administrative policies for BSRP II, DCRP and Member Country Departmental staff - Contract negotiations and management - Ensuring the delivery of technical and civil engineering goods and services meets deadlines, building code and environmental/social standards, and comes within budget
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- Supporting complex procurement
- Meeting donor accountability requirements
- Liaising across multiple PICs and stakeholders

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"> • Service providers, contractors, bidders and local/overseas suppliers • Member Country Departmental staff • Other regional organisations and development actors 	<ul style="list-style-type: none"> • Interacting with service providers for best value for money, liaising with beneficiaries, consultants on the specifications, scope of works or level of service requirements • Dealing with other agencies and getting information on products • Market research to identify potential vendors and develop technical specifications.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • BSRP II project/DCRP/administrative staff and management • Procurement Committee members • Corporate staff, in particular, Procurement Team, EUPMU and Finance. 	<ul style="list-style-type: none"> • Teamwork, collaborating, advising, receiving and providing technical input/information • Training and coaching • Interacting, seeking assistance, resolving minor conflicts, negotiating • Coordinate procurement meetings

Level of Delegation:

Routine Expenditure Budget: Nil

Budget Sign off Authority without requiring approval from direct supervisor: Nil

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:
Degree in civil engineering, quantity surveying or related discipline.	Qualifications in project management, CIPS, business management, financial management, and/or disaster and climate risk.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 10 years professional experience related to provision of engineering and technical advice in fields relating to civil engineering. • At least 5 years of previous experience in working within regional and/or international organisations delivering technical/engineering services to developing countries. • Demonstrated experience in the design, procurement and implementation of civil/environmental works contracts: a) construction of new structures/buildings, b) refurbishing of existing structures/maintenance works • Experience in preparing of procurement tender documents and managing/procuring and shipping of building materials within the Pacific. • Experience in conducting feasibility study / site assessment / structural engineering assessment / technical studies to inform decision making during design stage. • Demonstrated experience in incorporating climate and disaster risk into engineering projects. • Experience with multi-stakeholder participatory and consultation approaches including gender sensitive and rights-based approaches. • Excellent interpersonal skills in the multicultural environment of the Pacific Islands. • Excellent English communication skills (oral and written). • Excellent computer skills across necessary applications such as Microsoft Word, Microsoft Project and Microsoft Excel and knowledge of design and visualisation software such as AutoCAD. 	<ul style="list-style-type: none"> • Implementation of aid delivery projects in the Pacific Island countries. • Experience with design and implementation of works contracts in building infrastructure and coastal sectors. • Experience of working with small communities in Pacific islands

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"> • Competency in designing and delivering engineering measures in remote small Pacific Islands, especially in building and coastal infrastructure. • Competency in procuring and supervising engineering services for buildings and coastal infrastructure.
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	<ul style="list-style-type: none"> • Competency in participatory and consultative approaches, working with communities, and the adoption of gender sensitive and rights based approaches. • Experience with implementation of projects that also address climate change, disaster risk and environmental management in remote locations. • Experience with procurement of goods and services for different types of organisations. • Capacity building and mentoring skills. • Efficient delivery of outputs and writing skills. • Ability to work under pressure.
Advanced level	<ul style="list-style-type: none"> • Effective communicator and a good listener. • Excellent written and spoken English. • Attention to detail. • Decision making skills. • Coordination and liaison. • Analytical skills in prioritisation, problem solving and management of risks. • Understanding of climate change (science, adaptation and mitigation) in the Pacific island region. • Computer literacy, particularly with Microsoft Office and related project management software. • Ability to deal with confidential information in a professional manner.
Working knowledge	<ul style="list-style-type: none"> • Behavioural change methods • Gender-sensitive and rights-based tools
Awareness	EU and SPC procurement policies and procedures.

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
- Self-motivated
- Demonstrates cultural and gender sensitivity
- Ability to think and act on initiative
- Strong client orientation and continuous improvement mindset
- Highly motivated and strong affinity to teamwork
- Analytical and smart thinking – solutions oriented
- High work standards, good work ethic and positive attitude to work
- Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
- Performs well under pressure and strongly committed to work

- Positive attitude, excellent interpersonal skills, well organized, dependable and honest

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.