



## JOB DESCRIPTION

<b>Job Title:</b>	Procurement Officer
<b>Division/Programme and Section/Project (if any):</b>	Operations and Management Directorate (OMD)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Procurement and Travel Manager, OMD
<b>Number of Direct Reports:</b>	0
<b>Purpose of Role:</b>	To manage procurement activities, including sourcing of goods, and development of requirements; provide accurate advice on procurement activities; and ensure compliance with organisational policies; and assisting with the mainstreaming of social and environmental principles in SPC's procurement practices.
<b>Date:</b>	January 2025

### Organizational Context and Organization 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 **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The **Procurement Teams** are part of the Operations and Management Directorate. The Procurement Officer will be based in Suva, Fiji and report to the Procurement Team Leader, with dotted reporting to the assigned division.

## Key Result Areas (KRAs):

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

<b>Jobholder is accountable for</b>	<b>Jobholder is successful when</b>
<p><b>KRA #1: Operations: procurement (40%)</b></p> <ul style="list-style-type: none"> <li>• Manage the procurement actions for the division, including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) and exceptions requests in accordance with SPC's <i>Procurement Policy</i>.</li> <li>• For other allocated divisions or programmes manage the RFP, and provide support on RFQs and other procurement processes</li> <li>• Prepare procurement documents for Requests for Proposals (RFP) and Requests for Quotations, including the technical statement of needs</li> <li>• Provide support to all division programs/projects (and any other allocated divisions) with the formulation of their annual procurement plans, and development of their procurement documentation</li> <li>• External relationships with vendors, including preferred suppliers, are managed</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated procurement actions (RFPs, RFQs, and non-competitive procurements (NCPs) are progressed and actioned with effective outcomes through the appropriate process</li> <li>• Solutions identified for procurement actions and are actioned professionally and in a timely manner</li> <li>• Proactive identification of the need for invocation of Crisis Response Procedures and contribution to the brief</li> <li>• Preferred supplier agreements are in place and well-managed</li> <li>• Manage and track international shipments to Pacific Island Countries and Territories, including shipments with specialized requirements (eg refrigeration)</li> <li>• Contracts are negotiated and finalised</li> <li>• Contractual and supply issues are effectively resolved</li> <li>• Procurement actions are compliant with SPC's requirements, including record keeping</li> </ul>
<p><b>KRA #2: Guidance (25%)</b></p> <ul style="list-style-type: none"> <li>• Provide advice to assigned division staff and other allocated SPC divisions on procurement processes, including appropriate use of exceptions</li> <li>• Advice to decision-makers (including the Procurement Committee) on complex procurement issues taking into account stakeholder's requirements to ensure value outcomes</li> <li>• Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated.</li> <li>• Risks identified, mitigated and/or escalated</li> </ul>	<ul style="list-style-type: none"> <li>• Advice provided on complex procurement</li> <li>• Procurement Committee and other key decision-makers are fully briefed and advised on appropriate actions</li> <li>• Advice and assistance provided on technical evaluations</li> <li>• Risks managed</li> <li>• Carry out risk analysis of high value and complex procurement actions</li> </ul>
<p><b>KRA #3: Outreach, education and training (15%)</b></p> <ul style="list-style-type: none"> <li>• Provide capacity building to SPC staff in procurement functions</li> <li>• Builds collaborative relationships with staff across OMD and SPC</li> <li>• Ensure communication with key stakeholders and builds strong relationships</li> </ul>	<ul style="list-style-type: none"> <li>• Divisions are supported in understanding the requirements of the procurement processes and functions</li> <li>• Client relationships are robust and well maintained</li> <li>• Communication with stakeholders is open</li> <li>• Vendors and applicants are supported in understanding their obligations</li> </ul>

<p><b>KRA #4: Systems and processes (10%)</b></p> <ul style="list-style-type: none"> <li>• Contribute to improving procurement tools and systems to assist with building understanding and compliance and facilitate project audits</li> <li>• Implement improvements in processes, procedures and systems, including assisting with mainstreaming SPC's social and environmental principles in procurement actions</li> <li>• Identify recommendations on policy and process updates</li> <li>• Process improvements collaboratively identified and implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements in processes and tools are implemented</li> <li>• Improvements in procedures implemented</li> </ul>
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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 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 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
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Bidders/Vendors</li> <li>• Shipping agents</li> </ul>	<ul style="list-style-type: none"> <li>• Advice on procurement activities</li> <li>• Negotiations of procurement contracts or agreements</li> <li>• Management of preferred supplier contracts</li> <li>• Management of supply chain, including delivery of goods</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 Staff</li> <li>• Legal Team</li> <li>• Procurement Committee</li> <li>• Procurement staff embedded in divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Advice on procurement</li> <li>• Developing statement of needs and documentation for procurement activities</li> <li>• Briefing of Procurement Committee</li> <li>• Training and support to staff</li> </ul>

**Level of Delegation:**

Routine Expenditure Budget: 0 EUR

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

**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"> <li>Bachelor's degree in law, finance, procurement, administration, international relations, sustainable development or related field or equivalent body of knowledge and experience.</li> </ul>	<ul style="list-style-type: none"> <li>Advanced university degree (Master's degree or equivalent in a related field)</li> <li>CIPS Level 3 Advanced Certificate in Procurement and Supply Operations (or equivalent)</li> </ul>

## Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 7 years' experience providing advice on procurement matters in a public sector environment</li> <li>Fluent in English</li> </ul>	<ul style="list-style-type: none"> <li>Experience in providing advice on procurement in an international organisation</li> <li>Pacific experience</li> <li>Fluent in French</li> </ul>

## 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>Research and analysis</li> <li>Influencing decision-making through advance and support</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>Procurement sourcing, supply management, advice</li> <li>Written and oral communication</li> <li>Customer relationship management</li> <li>Teamwork and collaboration</li> <li>Negotiation</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>Microsoft Office products</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>SPC Regulations and Policies</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 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.