

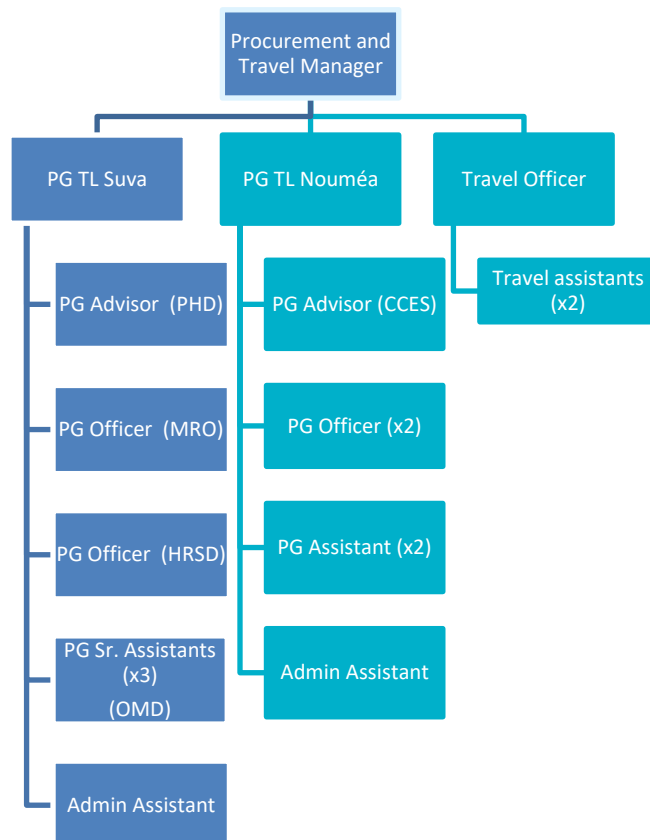


JOB DESCRIPTION

Job Title:	Procurement Senior Assistant
Division and Section:	Procurement Team, Operations Management Directorate
Location:	Suva, Fiji
Reporting to:	Procurement and Grants Team Leader
Number of Direct Reports:	Nil
Purpose of Role:	To support procurement activities; provide high quality advice and client customer service; to contribute to the PG Team reforms.
Date:	February 2024

Organisational Context and Organisation Chart

The Procurement Senior Assistant reports to the Procurement and Grants Team Leader within the Procurement and Travel team, at the Operations and Management Directorate. 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	Jobholder is successful when
<p>Operations: Procurement (30%)</p> <ul style="list-style-type: none"> • Support the procurement activities in accordance with SPC's <i>Procurement Policy</i>, in close with divisions, and as allocated by management, by: <ul style="list-style-type: none"> ○ assisting with drafting tender documentation for RFP processes. ○ 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.
<p>Teamwork (20%)</p> <ul style="list-style-type: none"> • Contributes to the PG Team • Risks and any ethical issues identified and escalated. 	<ul style="list-style-type: none"> • Risks escalated through reporting to managers. • Ethical principles (including confidentiality, avoiding conflicts of interests) are understood and applied. • Integrity demonstrated.
<p>Advice and Client Services (20%)</p> <ul style="list-style-type: none"> • Provide high quality customer service on procurement issues. • Provide professional and sound service to the divisions and assist with providing service to the Procurement Committee to assist with procurement decisions. • Respond to routine queries received through the 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 advice on routine matters, including promptly responding to non-complex helpdesk queries and external requests for information. • Support advice giving 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>Record Keeping (20%)</p> <ul style="list-style-type: none"> • Support reporting and ensure dashboard is accurate and up to date • Record-keeping is accurate 	<ul style="list-style-type: none"> • Record-keeping is accurate • 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
<p>Other duties as required (10%)</p>	<ul style="list-style-type: none"> • Support logistics for meetings • 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):

<ul style="list-style-type: none"> • Providing procurement information on routine matters to divisional representatives • Support advice giving to 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
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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>Advice on procurement activities Negotiations of procurement contracts Management of preferred supplier contracts Management of supply chain, including delivery of goods 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 • PG staff (in Suva and Noumea) • Finance staff • Procurement staff embedded in divisions • Divisional assistants 	<p>Replying to simple queries on the procurement helpdesk Responding to non-complex queries, and guiding and supporting on procurement processes and procedures using established policies and procedures Providing information and routine advice Briefing of Procurement Committee</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">• Diploma in procurement, finance, administration or a related field.• Or business/procurement related certificate and equivalent work experience.	<ul style="list-style-type: none">• CIPS Level 2 Certificate in Procurement and Supply Operations (or equivalent)• Bachelor's degree in law, finance, procurement, administration or international development or related field

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none">• At least 5 years of experience providing advice on procurement matters.• Good written and oral communication skills• Fluent in English	<ul style="list-style-type: none">• Experience in providing advice on procurement in an intergovernmental organisation• French knowledge

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
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 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.