

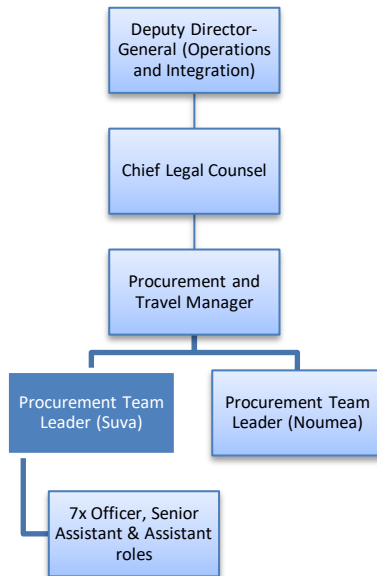


JOB DESCRIPTION

Job Title:	Procurement Team Leader (Suva)
Division/Programme and Section/Project (if any):	Procurement and Travel Team, Operations Management Directorate
Location:	Suva, Fiji
Reporting to:	Procurement and Travel Manager
Number of Direct Reports:	At least 7
Purpose of Role:	To lead and manage the Suva-based Procurement Team members to deliver high quality advice and service for procurement activities; to provide accurate, expert and specialist advice on complex procurement activities; to build organisational capacity, capability and understanding of SPC's Procurement Policy and to identify and implement improvements in processes.
Date:	May 2024

Organisational Context and Organisation Chart

The Procurement Team Leader (Suva) sits within the Operations and Management Directorate. The role will have responsibility for the day-to-day management of procurement staff based in Suva but is expected to closely collaborate with the Procurement Team Leader in Noumea to ensure equitable distribution of workload and provide consistent and harmonised services across SPC. The role has several direct reports, with a matrix reporting arrangement in place to some of SPC's divisions. The number of positions may increase over time. The Team Leader will be expected to lead improvements to how SPC manages procurement and manage his/her team, identifying and addressing areas for ongoing improvement.



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 (40%)</p> <ul style="list-style-type: none"> • Manage the Suva-based procurement staff to: <ul style="list-style-type: none"> ○ achieve quality outcomes from procurement activities, ○ deliver high quality advice; and ○ harmonised and consistent service across SPC to the agreed service standards and in accordance with SPC’s Procurement Policy. • Manage and maintain the external relationships with vendors and bidders, including preferred suppliers • Ensure quality customer service is provided to SPC’s divisions undertaking procurement activities, and divisional relationships are maintained 	<ul style="list-style-type: none"> • Procurement actions are compliant with SPC’s requirements and international procurement standards, including record keeping and ethical obligations • Workload planning for the team, based on SPC’s annual procurement plan which is prepared on time, monitored, updated and implemented • Close collaboration with the Procurement Team Leader in Noumea to ensure equitable distribution of work across the two locations and to provide harmonized and consistent service • SPC’s procurement actions within the team’s responsibility are progressed in a timely and effective manner • The service and quality standards for procurement activities are met by the team • Externally facing procurement documents, including Requests for Proposals (RFP) are of a high quality • Relationships with bidders and vendors are well-managed • Vendor management is implemented
<p>Advice (20%)</p>	<ul style="list-style-type: none"> • Proactive advice to stakeholders on procurement issues, including supply chain issues taking into account global crisis

<ul style="list-style-type: none"> • Provide expert advice on SPC procurement processes, including appropriate use of exceptions, and supply or sourcing matters • Advice to decision-makers (including the Procurement Committee) on complex procurement issues taking into account stakeholder's requirements to ensure value outcomes • Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated. • Risks identified, mitigated and/or escalated 	<ul style="list-style-type: none"> • Risk assessments for procurement actions are undertaken and risks mitigated • Advice to decision-makers (including Procurement Committee) on complex procurement issues take into account stakeholder's requirements to ensure value outcomes • Procurement Committee and other key decision-makers are fully briefed and advised on appropriate actions • Internal reporting (to the governing body, Audit and Risk Committee, and Executive) is accurate and timely • Risks identified and escalated • Audit requests are responded to in a timely manner • Ethical issues are identified and managed, and advice provided to decision-makers on how to manage ethical issues (eg COI); integrity demonstrated
<p>Management of staff (15%)</p> <ul style="list-style-type: none"> • Manage the procurement staff and resources 	<ul style="list-style-type: none"> • Manages resources effectively and efficiently • Ensures corporate requirements are met individually and as a team including the performance planning and assessment cycle and the requirements of finance, audit and risk reporting • Manages staff performance and ensures consistency • Creates a positive work environment, promotes collaboration within the team and across functions and other divisions in the organisation • Supports the health, safety and well-being of employees in the way they lead and manage the team
<p>Outreach, education and training (15%)</p> <ul style="list-style-type: none"> • Provide capacity building to SPC staff with procurement functions • Builds collaborative relationships with staff across OMD and SPC. • Ensure communication with key stakeholders and build strong relationships 	<ul style="list-style-type: none"> • SPC staff are supported in understanding the requirements of the procurement processes and functions • Training is offered to staff, and communication through intranet, emails and one on one sessions are widely offered • Client relationships are robust and well maintained • Communication with stakeholders is open • Vendors and applicants are supported in understanding their obligations

<p>Systems and processes (10%)</p> <ul style="list-style-type: none"> • Identify and implement improvement to procurement tools and systems to assist with building understanding and compliance • Identify recommendations on policy and process updates • Lead on a components of improvements in procurement 	<ul style="list-style-type: none"> • Improvements in processes and tools are implemented • Improvements in procedures implemented • Active contribution to improving the procurement function
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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):

<ul style="list-style-type: none"> • Providing procurement advice on complex issues to Senior Management • Negotiations on contracts or development partner funding agreements • Management of staff • Sourcing and management of supply chain issues in specialty areas • Advice 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>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Development partners • SPC members • Bidders/Vendors • Auditors 	<ul style="list-style-type: none"> • Expert advice to influence procurement choices of SPC • Negotiations with development partners in terms of funding agreements • Negotiations of procurement contracts • Coordination of input into audits • Capacity development of applicants
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Programme and project managers • Procurement staff (in Suva and Noumea) • Legal Team • Procurement Committee • Procurement staff embedded in divisions 	<ul style="list-style-type: none"> • Expert advice to influence procurement choices of SPC • Coordination, briefing and training of the Procurement Committee Chairs and Members • Ensuring the quality of the procurement documentation, including statements of needs, and contracts • Education, training and outreach to SPC staff • Management of team

Level of Delegation:

Routine Expenditure Budget: n/a

Budget Sign off Authority without requiring approval from direct supervisor: 50 €

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"> • Post graduate qualification in a relevant field 	<ul style="list-style-type: none"> • CIPS Level 4 Advanced Certificate in Procurement and Supply Operations (or equivalent experience)

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • At least 7-8 years' experience leading a team providing advice on procurement matters in a public sector or not-for-profit environment • Excellent verbal and written communication and negotiation skills • Excellent analytical skills • Fluent in English 	<ul style="list-style-type: none"> • Experience in providing advice on procurement in an intergovernmental organisation • Pacific experience • French working knowledge

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"> • Procurement sourcing, supply management, advice • Advocacy, negotiation, influencing skills • Interpersonal skills • Influencing decision-making through advice and support
Advanced level	<ul style="list-style-type: none"> • Staff management • Change management • Customer relationship management • Planning • 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

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 or regulatory requirements or 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.