

JOB DESCRIPTION FOR SENIOR POSITIONS

POST DESCRIPTION		
1	Ministry/Department: Ministry of Finance & National Planning	
2	Job Title: Chief Procurement Officer, Procurement Division.	
3	Level: 4/ Band H	Post Number: 2 Location: Procurement Office
4	Job Purpose	
	<ul style="list-style-type: none"> • To supervise the Policy Unit, Procurement Division 	
	Job Outputs <ul style="list-style-type: none"> • Monitoring & Evaluation the Implementation of the tracking database • Procurement Policy documents and Regulations implementation • Secretariat to Government Procurement Committee 	Performance Indicators <p>80% accuracy, 80% timeliness and 80% compliance with legislation</p>
5.1	Planning <ul style="list-style-type: none"> ➤ Policy Unit annual management plan, monitoring & evaluation of implementation, progress and annual report. ➤ Individual work plan linking to AMP of the unit ➤ Assist in the preparation of the PD Annual Management Plans ➤ Capacity building program for staff based on performance assessment 	<ul style="list-style-type: none"> ➤ Annual management plan, aligning to PD CP, MOFNP CP, approved by HoD in July ➤ Individual work plan approved by HoD on a weekly basis

5.2	<p>Organising</p> <ul style="list-style-type: none"> ➤ Documentations control and review ➤ Complaints report on identified issues with the procurement process with recommendations for improvement. ➤ Procurement training and awareness rolled out ➤ Procurement database reporting ➤ Procurement proceedings comply and satisfy the requirements of PPR 2015 ➤ GPC meetings and meetings paper ➤ Assess unit structure to ensure core function of the unit is addressed with appropriate staff in place 	<ul style="list-style-type: none"> ➤ 80% accuracy, 80% timeliness and 80% compliance with legislation. Endorsed by HoD ➤ 50% of recommendations implemented ➤ 50% according to APP
5.3	<p>Leading</p> <ul style="list-style-type: none"> ➤ Policy Unit weekly meeting ➤ Policy Unit staff performance plan and assessment ➤ Policy Unit staff capacity building 	<ul style="list-style-type: none"> ➤ Weekly meetings conducted & recommendations endorsed by HoD ➤ At least 1 module of CPP done by quarter end
5.4	<p>Controlling</p> <ul style="list-style-type: none"> ➤ Policy and regulations review Status Reports ➤ Awareness and Training Status Reports ➤ Complaints reports update and recommendations for improvements to process ➤ Monthly status reports on MDAs APP performance with recommendations of measures to rectify noncompliance with APP ➤ Monthly Reports on any process weaknesses and/or system improvements and recommend change to the system or procedures on specific proceedings ➤ PU staff compliance with established systems, policies and procedures. ➤ Improve compliance by line ministries with policies and procedures 	<ul style="list-style-type: none"> ➤ 100% accuracy, 100% timeliness and 100% compliance with legislation. HoD endorsement ➤ At least 80% of training program completed ➤ 40% of APP revised ➤ 80% compliance

5.5	Technical <ul style="list-style-type: none"> ➤ Implementation of the debarment and complaints procedure ➤ Government Procurement Committee activities ➤ Provide Training for PU staff as well as staff responsible for procurement in Line Ministries to update skills and knowledge ➤ Maintenance of PD compliance tracking database 	<ul style="list-style-type: none"> ➤ 80% accuracy, 80% timeliness and 80% compliance with legislation ➤ 12 GPC meetings ➤ 50% of Identified training needs of staff implemented annually ➤ 80% complete & updated, Requested information retrieved within 5 mins.
5.6	<ul style="list-style-type: none"> ➤ and carry out any other duties as may be directed by the Head of PD or the CEO 	<ul style="list-style-type: none"> ➤ Timeliness and accuracy of carrying out other tasks as directed
6	Reports Directly to:	Deputy CEO for Finance & National Planning – Procurement Division
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	Experiences in Government Accounting system will be an advantage
7.2	Communication and Language Skills:	<ul style="list-style-type: none"> • Good organisational, leadership and prioritisation skills • Good analytical skills. • Good computer skills and well versed with appropriate computer programs such as Microsoft Office (Word, Excel, Access, PowerPoint etc), SunSystem, Vision, etc. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Must have good public relation and networking skills. • Flexibility to travel and work after hours, as required.
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.

7.4	Minimum Qualification and Experience:	<p>Bachelor in Accounting, Commercial Law, or related field from a recognized tertiary institution.</p> <p>At least 7 years of relevant working experience at the top management level or similar position.</p> <p>Desirable: Master degree in Accounting, Commercial Law from a recognized tertiary institution with at least 4 years of relevant work experience.</p>
8	POSITION COMPETENCIES	
	Core Behavioral Competencies	Key Performance Standards
8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.

8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.
8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	The salary for the position is at Band H of the salary structure for the Tonga Public Service with a minimum of TOP\$ 33,600 to a maximum TOP\$50,400 per annum. Annual increment will be performance based. Entry point will depend on qualifications and work experiences.	
10	ENDORSEMENT	

10.1	Post Title: Chief Procurement Officer	Name: (Vacant) Signature:..... Date:.....
10.2	Head of Division: Deputy Secretary for Finance & National Planning	Name: Mrs Pisila ‘Otunuku Signature:..... Date:.....
10.3	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa’otusia Signature:..... Date:.....