

POST DESCRIPTION			
1	Ministry/Department: Ministry of Finance & National Planning		
2	Job Title: Senior Procurement Officer, Procurement Division(PD)		
3	Level: 7 Band: K	Post Number: 1	Location: Nuku'alofa
4	<p>Job Purpose:</p> <ul style="list-style-type: none"> Assist Chief Procurement Officer (CPO) in managing the Policy Unit (PU) and delivering policy advice to Ministries, Departments and Agencies (MDAs) on the application of the Public Procurement Regulations 2015 and relevant processes. Conduct procurement proceedings review and monitoring for allocated ministries Provide procurement support to allocated ministries or when required Assist in capacity development and support to procurement officers(PO) and assistant procurement officer (APO) Provide relevant staff cover when required 		
5	Job Outputs		Performance Indicators
5.1	<p>Planning</p> <ul style="list-style-type: none"> Proposed activity for Policy Unit AMP/ CP based on performance gaps from MDAs Email/ Savingram to assigned MDA's with advice/ guidance on queries/ issues with preparation of their respective Annual Procurement Plan (APP) Prepare individual work plan (IWP) aligning to Policy Unit AMP Schedule of meeting/ training for allocated MDAs' APP Schedule of outreach meeting to allocated MDAs on procurement related issues Proposed Capacity development plan for the year 		<ul style="list-style-type: none"> Proposal submitted within specified timeline Proposal approved Clear and concise advice/ guidance provided within one day after receiving the queries IWP submitted to Supervisor within specified timeline Meeting/ Training implemented as planned
5.2	<p>Organizing</p> <ul style="list-style-type: none"> progress report to Head of PU on procurement reform work with allocated ministry with recommendations to address issues identified Email reminder of procurement proposals in accordance with APP timeline of assigned MDAs 		<ul style="list-style-type: none"> Report meet specified timeline 80% of recommendations approved Email reminder send on a timely basis Respond to queries within 2 days of request

	<ul style="list-style-type: none"> • Bi-monthly update to Divisional Meeting on MDAs meeting APP timeline • Report on MDAs review of procurement performance as part of the budgeting process • Email/ letter providing relevant procurement assistance/ guidance to bidders/contractors relating to procurement proceedings • Schedule review meetings for allocated MDAs • Schedule bid debriefing meeting for allocated MDAs 	<ul style="list-style-type: none"> • 80% of Meetings implemented as planned
5.3	<p>Leading</p> <ul style="list-style-type: none"> • Report on review of procurement proceedings for allocated MDAs • Report on monitoring of allocated MDAs on the procurement proposals for proceedings as per indicated in their APP • manage procurement compliance of allocated ministries • manage MDAs participation and involvement in the procurement proceedings and recommend ways to improve process • manage related stakeholder’s involvement and awareness of the procurement proceedings • Manage MDAs expectations of the procurement timeline and recommend way forward on issues on particular proceedings 	<ul style="list-style-type: none"> • Report submitted on specified timeline • 80% recommendations approved • Updated database on allocated MDAs compliance • % compliance for allocated MDAs generate within 10 mins
5.4	<p>Controlling</p> <ul style="list-style-type: none"> • Contribute to CPO of PU in time management of procurement proceedings of junior staff <p>Relating to procurement performance of allocated ministry</p> <ul style="list-style-type: none"> • monitor APP performance • manage procurement performance • review of procurement proceedings 	<ul style="list-style-type: none"> • Report submitted on specified timeline • 80% of recommendations approved
5.5	<p>Technical</p> <ul style="list-style-type: none"> • Provide initial guidance to PO/APOs on procurement policies where relevant • Provide immediate clarification to MDAs and Bidders on applications of the PPR 2015 	<ul style="list-style-type: none"> • Report submitted within specified timeline • At least 80% recommendations approved

	<ul style="list-style-type: none"> Review technical conditions of the bidding documents and advise on payment or deliverable under contract Review draft contract for completeness on completed procurements Electronic filing and update of procurement database of proceedings conducted Monitoring responsible MDA's procurement proposal against their annual procurement plan and approved budget 	<ul style="list-style-type: none"> At least 3 complaints evidentially due to poor customer service Requested information retrieved in 10 minutes
5.6	<p>Any other duties delegated by the PU Head/Head of procurement division</p> <ul style="list-style-type: none"> Acting as Chief Procurement Officer Attend delegated meetings on behalf of division 	<ul style="list-style-type: none"> Tasks completed within specified timeline Briefing from meetings provided by COB of the same day
6	Reports Directly to:	Head of Procurement Division
7	PERSON'S SPECIFICATION FOR THE POST	
7.1	Special Skills:	<ul style="list-style-type: none"> Good analytical skills Good computer skills and well versed with appropriate computer programs such as Microsoft Office(Word Excel and Power point (etc) Must have good public relation and networking skills.
7.2	Communication and Language Skills:	Good communication skills, Fluent in both Tongan & English languages (written & spoken)
7.3	Personal Attributes:	<ul style="list-style-type: none"> Good work attitude Highly motivated Well organized and hard working Honestly and integrity Highly proactive Must be committed to duties allocated, efficiently and effectively

7.4	Minimum Qualification and Work Experience	Must have a Bachelor Degree in Business, Commerce or related field of study from a recognized tertiary institution with at least 3 years of work experience in Government procurement or related fields
BEHAVIOURAL COMPETENCIES		
8	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	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
9.1	Senior Procurement Officer, Procurement Division	<p>Name: (Vacant)</p> <p>Sign:</p> <p>Date :</p>

9.2	Deputy CEO, Procurement Division	Name: Mrs Pisila 'Otunuku Sign: Date :
9.3	A/Chief Executive Officer for Finance & National Planning	Name: Mrs Kilisitina Tuamei'api Sign: Date: