

	<b>POST DESCRIPTION</b>		
1	<b>Ministry/Department: MOFNP/ Procurement Division</b>		
2	<b>Job Title:</b> Assistant Procurement Officer		
3	<b>Level:</b> 11/ 9	<b>Post Number:</b> 6	<b>Location:</b> Nukualofa (TDB)
4	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>• Assist in preparation and issue RFP, RFQ and Tender documentation</li> <li>• Call for quotation for purchasing of equipment and related services</li> <li>• Evaluation of responses</li> <li>• Prepare evaluation report to senior management for approval</li> <li>• Review prices and product specifications from various suppliers and determine which would provide the best deal</li> <li>• Creating and maintaining purchasing files and price lists, as well as determining if their companies have enough inventory on hand</li> <li>• Track deliveries and make sure ordered received exactly what was from suppliers and physically check shipments to ensure the appropriate items were delivered</li> <li>• Supplier and customer inquiries about order changes or cancellations and check requisition orders for accuracy</li> <li>• Process purchase requisitions / orders within purchasing authority</li> <li>• Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals</li> <li>• Establish and negotiate contract terms and conditions, and maintain supplier relationships</li> <li>• Prepare and maintain purchasing records, reports and price lists</li> <li>• Work with internal and external stakeholders to determine procurement needs, quality, and delivery requirements</li> <li>• Assist in the development of specifications for equipment, materials, and services to be purchased</li> <li>• Develops and delivers speeches, presentations, and training as required to line ministries</li> <li>• Administer contract performance, including delivery, receipt, warranty, damages and insurance</li> <li>• Reconcile or resolve value discrepancies</li> <li>• Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices</li> <li>• Address staffing resource needs and supervise purchasing clerks</li> <li>• Develop and maintain constructive and cooperative working relationships with colleagues and management</li> <li>• Conduct and participate in relevant overseas trainings, courses and meetings on behalf of the Ministry</li> <li>• Such additional duties of a similar complexity as may be reasonably assigned by Central Procurement Unit or the Deputy CEO for Procurement Division</li> </ul>		
5	<b>Key Results Area</b>	<b>Key Performance Indicators</b>	

5.1	Plans, prioritizes, assigns, supervises and reviews work of staff responsible for purchasing including technical and specialized procurement of supplies, equipment and services. Requires extensive knowledge of policies, procedures and practices.	<ul style="list-style-type: none"> <li>• Provide advice and assistant to line ministries</li> <li>• Improve compliance</li> <li>• Proactive and outputs delivered within specified timeline</li> </ul>
5.2	Assumes responsibility and oversight of large and complex purchases involving use of Requests quotations and bids. Assists departments with specification development.	<ul style="list-style-type: none"> <li>• Assist in preparing of RFQ and bidding documents</li> <li>• Accuracy</li> <li>• Meet specified timeline</li> </ul>
5.3	Develops and delivers speeches, presentations, and training as required to line ministries.	<ul style="list-style-type: none"> <li>• Capacity building</li> <li>• % of KPI achieved</li> <li>• Monthly</li> </ul>
5.4	Reviews bidding process, analyzes and approves procurements where award is not made to the low bidder to ensure justification exists and policy is followed. Reviews, analyzes, and approves procurement in accordance with regulations.	<ul style="list-style-type: none"> <li>• Assist in reviewing of bidding document</li> <li>• % of KPI achieved</li> <li>• Meet specified timeline</li> </ul>
5.5	Resolves problems and complaints concerning bid solicitations, contract awards or contract performance as the need arises. Conveys decisions both verbally and in writing referencing law and policy to all Ministries and Agencies concerning procurement matters.	<ul style="list-style-type: none"> <li>• Provide advice on contract related matters</li> <li>• % of KPI achieved</li> <li>• Meet specified timeline</li> </ul>
5.6	Reviews language and submittals i.e insurance in contracts/agreements to ensure compliance with Public Procurement Regulation 2015, requests revisions, negotiates terms, executes final document or recommends execution.	<ul style="list-style-type: none"> <li>• Provide high accuracy information in the procurement rules and proceeding</li> <li>• % of KPI achieved</li> <li>• Meet specified timeline</li> </ul>
5.7	Meets with or speaks to interested vendors concerning potential source for supply and service. Develops and maintains an effective working relationship with vendors and fosters relations between suppliers and line Ministries	<ul style="list-style-type: none"> <li>• Customer Service and accuracy of the information being provided</li> <li>• % of KPI achieved</li> <li>• Meet specified timeline</li> </ul>

5.8	And carry out any other duties as may be directed by the Head of Procurement Division	<ul style="list-style-type: none"> <li>• Timeliness and accuracy of carrying out other duties as directed</li> </ul>
6	Reports Directly to:	<b>Deputy CEO (Procurement Division)</b>
7	<b>Meleane Talia Kofeloa</b>	
7.1	<b>Special Skills:</b>	Computer Literate and knowledgeable in the Sun Systems
7.2	<b>Communication and Language Skills:</b>	Fluent in both English & Tongan languages, verbally and in writing
7.3	<b>Personal Attributes:</b>	Loyal, Hardworking, Proactive, Team Worker
7.4	<b>Education:</b> Diploma in Business or related field from a recognized institution	
<b>CORE COMPETENCIES</b>		
	<b>Change and Innovation</b>	<ul style="list-style-type: none"> <li>➤ Continuously looks for ways to improve on established methods and increase organizational performance i.e. models continuous improvements in the workplace</li> <li>➤ Actively helps to create and shape solutions and willingly takes the lead in this process</li> <li>➤ Takes on the role as change champion and assists others where possible.</li> </ul>
	<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>➤ Models the use of mature, effective strategies to present or confront complex issues in a dynamic, understandable and persuasive way and stands out in the team for this</li> <li>➤ Manages or diffuses conflict with difficult people, or in challenging relationships, or in varied cultural circumstances by using effective strategies.</li> </ul>
	<b>Integrity / Accountability</b>	<ul style="list-style-type: none"> <li>➤ Always exceeds commitment to others by delivering high quality work early;</li> <li>➤ Generate enthusiasm amongst team members for accomplishing shared goals that elevates the team and ensures the organization's success;</li> <li>➤ Presents oneself as a polished professional who exemplifies success and credibility and inspires others to be more professional.</li> </ul>

	<b>Results Orientation</b>	<ul style="list-style-type: none"> <li>➤ Produces outstanding results beyond what is expected</li> <li>➤ Demonstrates an excellent understanding of team dynamics and actively encourages participation, open-mindedness and respect for the contributions of others</li> <li>➤ Models a high degree of energy, commitment and enthusiasm within the team</li> <li>➤ Consistently models the theme of “many partners, one team”</li> </ul>
	<b>Teamwork and Collaboration</b>	<ul style="list-style-type: none"> <li>➤ Cooperates to meet team and organization goals even at the expense of personal preferences;</li> <li>➤ Resolves complex team issues by achieving common understanding on diverging interests</li> <li>➤ Always reinforces and give credit to team members for their contributions;</li> <li>➤ Recognizes the need for flexibility and sensitivity in dealing with cross-cultural issues</li> </ul>
	<b>Customer Focus (internal and external)</b>	<ul style="list-style-type: none"> <li>➤ Continuously works to remove barriers that get in the way of giving clients and stakeholders topnotch services;</li> <li>➤ Makes oneself or an alternate accessible and available to customers at all times;</li> <li>➤ Presents a positive manner with customers and at the same time communicates with and keeps customers up to date and informed;</li> <li>➤ Investigates and analyses clients’ behaviors to anticipate future needs and prepares accordingly thus improving quality service delivery and exceeding customer satisfaction expectations.</li> </ul>

	<b>Self Confidence and Assertiveness</b>	<ul style="list-style-type: none"> <li>➤ Knows where the line is between assertiveness and aggression and balances it out to deliver quality outputs;</li> <li>➤ Has faith in one’s own ideas and capability to be successful with a willingness to take an independent position in the face of opposition;</li> <li>➤ Approaches challenging tasks with a ‘can do’ attitude.</li> </ul>
	<b>Building individual capacity</b>	<ul style="list-style-type: none"> <li>➤ Provides informal coaching and mentoring to expand the knowledge and skill base of colleagues</li> <li>➤ Is an example to their colleagues by demonstrating ongoing personal growth</li> <li>➤ Is an acknowledged leader in their field and consistently looks for ways to keep growing skills and knowledge-base</li> </ul>
	<b>Support the Organizations Enabling Theme, Outputs and Outcomes</b>	<ul style="list-style-type: none"> <li>➤ Champions the Organization’s Enabling Theme, Outcomes and Outputs;</li> <li>➤ Ensures that everyone in the organization understands and identifies with the Organization’s Strategies Direction through alignment of individual roles with the Enabling Theme, Outcomes and Outputs;</li> <li>➤ Recognizes and rewards employees whose actions support the organizations’ vision and values</li> </ul>
	<b>Judgment</b>	<ul style="list-style-type: none"> <li>➤ Consistently models outstanding problem solving skills and takes decisions which are well thought through and communicated;</li> <li>➤ Includes others in the decision making process as required in order to obtain good information, make the most appropriate decisions and ensures understanding and buy-in;</li> <li>➤ Formulates clear decision criteria, evaluates options by considering consequences and chooses an effective option in a timely and coherent manner.</li> </ul>

	<b>Promotion of equity and equality</b>	<ul style="list-style-type: none"> <li>➤ Models a high level of respect for diverse viewpoints and approaches, is inclusive and seeks participation (as appropriate)</li> <li>➤ Models consistently inclusive language in oral and written communication</li> </ul>
	<b>Leadership</b>	<ul style="list-style-type: none"> <li>➤ Translates and communicates the strategic direction including the vision, mission and values into effective strategies;</li> <li>➤ Proactively positions the organization to deal with emerging and long term trends, issues and opportunities.</li> <li>➤ Supports a variety of learning and training opportunities to enhance the performance of employees;</li> <li>➤ Provides inputs to help set and execute goals for the organization to work towards to continuously exceed expectations.</li> </ul>
8.	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	Assistant Procurement Officer	<b>Name:</b> Vacant  <b>Sign:</b> .....  <b>Date :</b> .....
8.2	Deputy Secretary (Procurement Division)	<b>Name:</b> Pisila 'Otunuku  <b>Sign:</b> .....  <b>Date :</b> .....
8.3	Chief Executive Officer	<b>Name:</b> Balwyn Fa'otusia  <b>Sign:</b> .....  <b>Date :</b> .....