

**SAMPLE JOB DESCRIPTION FOR SENIOR POSITIONS**

<b>POST DESCRIPTION</b>		
1	<b>Ministry/Department:</b> MOFNP	
2	<b>Job Title:</b> Principal Procurement Officer, Procurement Division	
3	<b>Level:</b> 5	<b>Post Number:</b> 3 <span style="float: right;"><b>Location:</b> Nuku'alofa (TDB)</span>
4	<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>• Comply with the approved policy of procurement regarding the deadlines and the management of the procurement process.</li> <li>• Administer and manage the contracts and procurement activities in accordance with principles, practices and procedures and appropriate Tongan Regulations , Standards and contract law;</li> <li>• Preparing the appropriate Standard Bidding Documents to prepare the tender by all concerned departments</li> <li>• Receiving the annual procurement plan and Standard Bidding Documents from all the departments of the organization and critically examines them for correctness, accuracy and completeness; and conformance with established procedures, regulations, and organizational objectives</li> <li>• Studying the previous proposal and also taking into consideration the benefits and losses occurred during the previous financial years</li> <li>• Suggesting suitable amendments in the procurement proposal to the higher authorities and managerial staff of the concerned department</li> <li>• Consolidating the data for procurement presentation and also providing an overview of the compliance</li> <li>• Rendering procurement advice to the management officials of different MDA's to undertake proper procurement planning and decision making</li> <li>• Analyzing actual results to procurement proposals and procurement planning</li> <li>• Submitting procurement reports to the higher management of the organization for further scrutiny and approval in accordance with the approved policy</li> <li>• Monitoring the procurement process throughout the year</li> <li>• Preparing detailed reports pertaining to discrepancies and amendments that occurred in the procurement proposals</li> <li>• Responsible for cost benefit analysis, studying procurement proposal and also researching on alternative and reasonable source of fundi</li> <li>• Preparing business plan for five years and making the necessary update of the plan according to any material changes in the business or the regulations which may affect forecast</li> <li>• Provide training to MDA's on Procurement Process, Regulations and Manuals</li> <li>• Assist in preparing of Cabinet paper</li> <li>• Risk analysis</li> <li>• Assist in minute taking of Government Procurement Committee meeting</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>	
	<b>Job Outputs</b>	<b>Performance Indicators</b>

5.1	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Division in preparing the divisional Annual management Plan</li> <li>• Meet with relevant key stakeholders on procurement issues and public procurement manual and regulations</li> <li>• Where appropriate, liaising with development partners, donors and funding agencies</li> </ul>	<p><i>Outputs:</i></p> <ul style="list-style-type: none"> <li>• Advise the Head of PD, Secretary and the Minister on Procurement issues under the legislation</li> <li>• Prepare Cabinet submission pertaining to Procurement Policy</li> <li>• % of key performance indicator achieved</li> <li>• Recommendations approved by higher authority</li> </ul> <p><i>Quality :</i> Recommendations approved by high authority  <i>Timeliness:</i> Proactive and meet specified timeline</p>
5.2	<p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>• Provide training on Public Procurement Regulations to MDA's and suppliers</li> <li>• Assist the Head of Division in proposing relevant training needs which is appropriate to staff and MDA's</li> <li>• Participate proactively in Divisional Meeting</li> <li>• Administer and manage the contracts and procurement activities in accordance with principles, practices and procedures and appropriate Tongan Regulations , Standards and contract law</li> </ul>	<p><i>Outputs:</i></p> <ul style="list-style-type: none"> <li>• Monitoring reports on compliance with proposed amendments to area of weaknesses</li> <li>• Promote and strengthen increased responsibility and accountability at programme management level, consistent with the objectives of programme budgeting.</li> <li>• Monitor and assess procurement in publicly owned enterprises, report on efficiency and recommend remedial action as appropriate.</li> <li>• Promoting central procurement of common use items</li> </ul> <p><i>Quality:</i></p> <ul style="list-style-type: none"> <li>• Compliance with Public Financial Management Act, Public Service Act and Procurement Regulation.</li> </ul> <p><i>Timeliness:</i></p> <ul style="list-style-type: none"> <li>• Meet specified timeline</li> </ul>

5.3	<p><b>Leading</b></p> <ul style="list-style-type: none"> <li>• Preparing and revised the appropriate Standard Biding Documents</li> <li>• Revised the Annual procurement plan submitted by MDA's based on their approved estimate</li> <li>• Assist in preparing of procurement manual</li> <li>• Assist in reviewing of procurement regulations</li> </ul>	<p><i>Outputs:</i></p> <ul style="list-style-type: none"> <li>• Design implementation policy for current PP Regulation</li> <li>• Compliance checks of procuring entities</li> <li>• Certification of procurement entities in line ministries and agencies</li> </ul> <p><i>Quality:</i></p> <ul style="list-style-type: none"> <li>• % of PPR implemented</li> </ul> <p><i>Timeliness:</i> Meet specified timeline</p>
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5.4	<p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>• Comply with the approved policy of procurement regarding the deadlines and the management of the procurement process</li> <li>• Administer and manage the contracts and procurement activities in accordance with principles, practices and procedures and appropriate Tongan Regulations , Standards and contract law</li> <li>• Receiving the annual procurement plan and Standard Bidding Documents from all the departments of the organization and critically examines them for correctness, accuracy and completeness; and conformance with established procedures, regulations, and organizational objectives</li> <li>• Studying the previous proposal and also taking into consideration the benefits and losses occurred during the previous financial years</li> <li>• Suggesting suitable amendments in the procurement proposal to the higher authorities and managerial staff of the concerned department</li> <li>• Consolidating the data for procurement presentation and also providing an overview of the compliance</li> <li>• Rendering procurement advice to the management officials of different Government Ministries' to undertake proper procurement planning and decision making</li> <li>• Analyzing actual results to procurement proposals and procurement planning</li> <li>• Submitting procurement reports to the higher management of the</li> </ul>	<p><i>Outputs:</i></p> <ul style="list-style-type: none"> <li>• Strategy formulated for use Standard Bidding Document and electronic tools for procurement.</li> <li>• Information relating to public procurement policy disseminated through the Ministry of Finance and National Planning website.</li> <li>• Request and receive information/records from procuring entities.</li> </ul> <p><i>Quality:</i></p> <ul style="list-style-type: none"> <li>• 95% complete and accuracy</li> </ul> <p><i>Timeliness:</i> Updated and proactive dissemination of information.</p>
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5.5	<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Electronic database and file system for all procurement documents</li> <li>• Information dissemination through MOFNP Website</li> <li>• Assist in developing relevant bidding and contracting information internally and externally</li> <li>• Managing online systems such as e-auctions and e-tendering</li> <li>• Assessing responsible MDA's procurement proposal against their annual procurement plan and approved budget and insert them into the database</li> </ul>	<p><i>Outputs:</i></p> <ul style="list-style-type: none"> <li>• Policy guidelines prepared and disseminated</li> </ul> <p><i>Quality:</i></p> <ul style="list-style-type: none"> <li>• 100% complete and accuracy</li> </ul> <p><i>Timeliness:</i></p> <p style="padding-left: 40px;">Proactive dissemination</p>
5.6	<ul style="list-style-type: none"> <li>• Such additional duties of a similar complexity as may be reasonably assigned by Deputy CEO for Procurement Division</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness and accuracy of carrying out other tasks as directed</li> </ul>
6	<b>Reports Directly to:</b>	Deputy CEO for Procurement Division
7	<b>PERSON SPECIFICATION FOR THIS POST</b>	
7.1	<b>Special Skills:</b>	<ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• Good computer skills and well versed with appropriate computer programs such as Microsoft Office(Word Excel and PowerPoint(etc.))</li> <li>• Must have good public relation and networking skills.</li> </ul>
7.2	<b>Communication and Language Skills:</b>	<ul style="list-style-type: none"> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> </ul>

7.3	<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Good work attitude</li> <li>• Highly motivated</li> <li>• Well organized and hardworking</li> <li>• Honesty and integrity</li> <li>• Loyalty to government</li> <li>• Highly proactive</li> <li>• Must be committed to duties allocated, efficiently and effectively.</li> </ul>
7.4	<b>Experience:</b>	<p>Post Graduate qualification or Degree in Economics or related field from a recognized tertiary institution plus 3 years of work experience in a similar role;</p> <p>OR</p> <p>Degree in Economics or relevant field from a recognized institution plus 5 years work experience.</p>
<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> </ul> <p>Takes on the role as change champion and assists others where possible.</p>
	<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>Management/Supervision</b>	<ul style="list-style-type: none"> <li>➤ Displays a high level of management efficiency in terms of work organization, work results, staff inputs and staff morale</li> <li>➤ Perceived as an excellent manager by staff</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>
<b>8</b>	<b>ENDORSEMENT WITH NAME, SIGNATURE AND DATE</b>	
8.1	Principal Procurement Officer	<b>Name:</b> Vacant <b>Sign:</b> ..... <b>Date:</b> .....
8.2	Deputy CEO, Procurement Division	<b>Name:</b> Pisila 'Otunuku <b>Sign:</b> ..... <b>Date:</b> 17/4/19...
8.3	Chief Executive Officer	<b>Name:</b> Balwyn Pa'otusia <b>Sign:</b> ..... <b>Date:</b> .....

