

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

5	Key Results Area	Key Performance Indicators
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"> ➤ Provide advice and assistant to line ministries ➤ Improve compliance ➤ Proactive and outputs delivered within specified timeline
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"> ➤ Assist in preparing of RFQ and bidding documents ➤ Accuracy ➤ Meet specified timeline
5.3	Develops and delivers speeches, presentation, and training as required to line ministries.	<ul style="list-style-type: none"> ➤ Capacity building ➤ % of KPI achieved ➤ Monthly
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 regulation.	<ul style="list-style-type: none"> ➤ Assist in reviewing of bidding document ➤ % of KPI achieved ➤ Meet specified timeline
5.5	Resolves problems and complaints concerning bid solicitation, 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"> ➤ Provide advice on contract related matters ➤ % of KPI achieved ➤ Meet specified timeline
5.6	Reviews language and submittals i.e insurance in contracts/agreements to ensure compliance with Public Procurement Regulation 2015, request revisions, negotiates terms, executes final document or recommends execution.	<ul style="list-style-type: none"> ➤ Provide high accuracy information in the procurement rules and proceeding ➤ % of KPI achieved ➤ Meet specific timeline
5.7	Meet with or speak 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"> ➤ Customer service and accuracy of the information being provided ➤ % of KPI achieved ➤ Meet specified timeline

5.8	And carry out any other duties as may be directed by the Head of Procurement Division	➤ Timeliness and accuracy of carrying out other duties as directed
6	Reports Directly to:	Deputy CEO (Procurement Division)
7	PERSON SPECIFICATION FOR THIS POST	
7.1	Special Skills:	Computer literate and knowledgeable in the Sun System
7.2	Communication and Language Skills:	Fluent in both English & Tongan languages, verbally and in writing.
7.3	Personal Attributes:	Loyal, Hardworking, Proactive, Team Worker
7.4	Minimum Qualification and Work Experience	Diploma in Business or related field from a recognized institution. Relevant work experience will be an advantage but not necessary.
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Post Title: Assistant Procurement Officer	Name: Vacant Sign: Date :
8.2	Supervisor: Chief Procurement Officer - Central Procurement Unit	Name: Mr Moses Fatukala Sign: Date :
8.3	Head of Division: Deputy Secretary for Finance & National Planning – Procurement Division	Name: Mrs Pisila 'Otunuku Sign: Date :
8.4	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Sign: Date :

Note:

- Highlighted sections requires insertion of details as appropriate.
- Examples have been given as an indication of what may be required in that particular field.