

POST DESCRIPTION			
1	Ministry of Finance & National Planning		
2	Job Title: Procurement Officer, Procurement Division		
3	Level: 9/ Band L	Post Number: 5	Location: Nuku'alofa (TDB)
4	<p>Job Purpose:</p> <ul style="list-style-type: none"> • Getting goods and services for the best price and value; • Cutting any waste and unnecessary costs to create a streamlined process and fast production times; • Prepare and issue RFP, RFQ and Tender documentation; • Call for quotation for purchasing of equipment and related services; • Evaluate of quotation response; • Prepare evaluation report to senior management for approval; • Negotiation of contractual terms and agreement with the suppliers; • Regularly liaise/communicate and consult with key stakeholders and report on performance of Purchase Order and Contracts to management and Ministries; • Maintain records of supplier performance; • Management of physical agreement files and corresponding agreement on line system records to ensure data integrity and accuracy, to correct inaccuracies, and to ensure data adheres to government or ministry policies and requirements; • Working with suppliers to ensure that key processes are running efficiently and cost-effectively; • Building strong working relationships both internally and with key suppliers; • Contract management and negotiation; • Understanding and keeping up with new trends and regulations in the business; • Dealing with national and international suppliers ; • Assist in the development of specifications for equipment, materials, and services to be purchased; • Understanding technology and managing online systems such as e-auctions and e-tendering; • Identifies opportunities and implements actions to achieve efficiencies; • Contributes to consolidation, reduction, and rationalization of the local supplier base; • Understanding technology and managing online systems such as e-auctions and e-tendering; • Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities; • Review planned orders, creates requisitions for purchased items, and manages approval process; • Conduct and participate in relevant overseas trainings, courses and meetings on behalf of the Ministry; • Any other duties delegated by the senior management. 		

5	Job Outputs	Performance Indicators
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Meet with relevant key stakeholders on procurement related matters • Assist MDA's in preparing their Annual procurement Plan • Assist head of CPU in preparing divisional plan • Logistics and prioritize purchasing activities • Assist head of CPU in time management 	<ul style="list-style-type: none"> • % of KPI achieved • Number of procurement issues received and addressed • CPU outputs delivered within specified timeline
5.2	<p>Organizing</p> <ul style="list-style-type: none"> • Assist head of CPU in providing relevant training to procurement officers in the responsible MDA's • Assist head of CPU in organizational review and computer base training 	<ul style="list-style-type: none"> • Number of training proposed • Training structure endorsed by head of CPU and Head of Division
5.3	<p>Leading</p> <ol style="list-style-type: none"> 1. Provide assistance with procurement process on a need basis <ul style="list-style-type: none"> • carry out Requests for Quotations and bidding activities as directed 2. Management of contract issues <ul style="list-style-type: none"> • provide advice and guidance in accordance with the Public Procurement Regulations 2015 that protect the Government of Tonga as contracting issues arise in the line Ministries 3. Help-desk support <ul style="list-style-type: none"> • provide advice and support to the line Ministries about procurement matters in accordance with Procurement Regulations 2015 4. Close collaboration with key stakeholders <ul style="list-style-type: none"> • Develop effective working relationships with line Ministries and other internal clients and have customer service focus. 5. Capacity Building for Suppliers and external 	<ul style="list-style-type: none"> • Focus on attention to detail and accuracy • Within the prescribed times for efficient and effective turn-around • % of issues resolved • Timely and effective advice • % of issues resolved • Immediate help-desk response • Good customer service focus • Ongoing • Improve awareness

	<p>clients</p> <ul style="list-style-type: none"> The Private sector develops an understanding of the GoT Public Procurement Regulations 2015 and how to use the bidding documentation <p>6. Attend meetings as directed by the Senior Procurement Officer and the Head of the Division</p> <ul style="list-style-type: none"> provide meeting briefing to the Head of Division for comments, before and after the meeting. Overseas Travel Report 	<ul style="list-style-type: none"> provided in a timely manner Interest of MOFNP represented meet specified timeline
5.4	<p>Controlling</p> <p>1. Reporting</p> <p>assist the development of management report on the activities of the Central Procurement Unit to the Head of Division</p>	<ul style="list-style-type: none"> meaningful and accurate reports on activities Per month or as required
5.5	<p>Technical</p> <p>1. Capacity Building in relation to Public Procurement Regulations 2015, Procedures and Bidding Documents</p> <ul style="list-style-type: none"> provide advice, assistance and/or training as directed <p>2. Database and filing system</p> <ul style="list-style-type: none"> electronic database and file system for all procurement documents <p>3. Information dissemination through MOFNP Website</p> <ul style="list-style-type: none"> Assist in developing relevant bidding and contracting information of the Central Procurement Unit and designing how this can be presented on the MOFNP website <p>4. Understanding technology and managing online systems such as e-auctions and e-tendering</p> <p>5. Assessing responsible MDA's procurement proposal against their annual procurement plan and approved budget and insert them into the database</p>	<ul style="list-style-type: none"> Improve Compliance of Line Ministries Proactive Complete and accurate database and filing system fast retrieval of requested information up to date and innovative proactive Fast retrieval of requested information Accuracy and timeliness of bid received, evaluation and award of contract Number of procurement proposal received from MDA's endorsed by Head of Division
5.6	<p>Any other duties delegated by the Secretary for</p>	<ul style="list-style-type: none"> 100% accurate

	Finance and National Planning <ul style="list-style-type: none"> Report on duties performed 	<ul style="list-style-type: none"> meet specified time line
6	Reports Directly to:	Chief Procurement Officer, Procurement Division
7	PERSONAL SPECIFICATION	
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 PowerPoint etc). Must have good public relation and net working skills.
7.2	Communication and Language Skills:	Good communication skills. Fluent in both Tongan and English languages (written and spoken).
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 & Work Experience	Must have a Degree in Business, Commerce or related field of study from a recognised tertiary institution and relevant work experience in government is essential.
8	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
8.1	Procurement Officer	Name: Vacant Sign: Date :

8.2	Supervisor: Chief Procurement Officer – Central Processing Unit	Name: Mosese Fatukala Sign: Date :
8.3	Deputy Secretary for Finance & National Planning, Procurement Division	Name: Pisila 'Otunuku Sign: Date :
8.4	Chief Executive Officer for Finance & National Planning	Name: Balwyn Fa'otusia Sign: Date :