

<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	CPU, Procurement Division
<b>Location:</b>	SGGB, Nuku'alofa
<b>Job Title:</b>	Principal Procurement Officer
<b>Position Number:</b>	FIN08302211100110003
<b>Reports to:</b>	Head of CPU, Procurement Division
<b>Band:</b>	I
<b>Salary:</b>	\$34,342 - \$51,511
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>• Assist in development of organizational procurement strategy</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>• Assist MDA's in preparing their Annual Procurement Plan</li> <li>• Prepare and Issue RFQ, RFP and Tender Documentation</li> <li>• Assist Evaluation process</li> <li>• Consult suppliers to ensure that key processes are running efficiently and cost-effectively</li> <li>• Identification and realization of cost-saving and reduction opportunities</li> <li>• Participate in the continuous improvement of procurement management processes, policies, procedures and systems.</li> <li>• Building strong working relationships both internally and externally with key suppliers</li> <li>• Assist Contract management and negotiation</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding and keeping up with new trends and regulations in the business</li> <li>• Regularly liaise/communicate and consult with key stakeholders and report performance of procurement to management</li> <li>• Regularly liaise/communicate and consult with key stakeholders and report performance of contracts and procurement to management and Ministries</li> <li>• Dealing with international and local suppliers</li> <li>• Interfaces with Product Line Planning Manager to plan and prioritize purchasing activities.</li> <li>• Ensures orders adhere to supplier agreements and contracts; reports nonconformance</li> <li>• Identifies opportunities and implements actions to achieve efficiencies</li> <li>• Assist in providing training to MDA's on Procurement Process, Regulations and Manuals</li> <li>• Assist in minute taking of Government Procurement Committee meeting</li> <li>• Conduct and participate in relevant overseas trainings courses and meeting on behalf of the Ministry</li> <li>• Assist in preparing Cabinet paper</li> <li>• Any other duties delegated by the Head of Procurement Division</li> </ul>
<p><b>Accountabilities / Outcomes</b></p>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Assist Head of CPU in preparing the divisional plan</li> <li>• Meet with relevant key stakeholders on procurement rules and proceedings</li> <li>• Assist MDA's in preparing their Annual Procurement Plan.</li> <li>• Logistics and prioritize purchasing activities</li> <li>• Assist Head of CPU in time management</li> </ul> <p><b>Organizing</b></p> <ul style="list-style-type: none"> <li>• Assist head of CPU in providing relevant training to procurement officers in the responsible MDA's</li> <li>• Assist head of CPU in organizational review and computer base training</li> </ul> <p><b>Leading</b></p> <ol style="list-style-type: none"> <li>1. Staff supervision and capacity development <ul style="list-style-type: none"> <li>• plan of action including allocation of tasks, leave plan and management report</li> <li>• formulate and implement capacity development programme</li> </ul> </li> <li>2. Communication Strategies <ul style="list-style-type: none"> <li>• Communication strategies formulated. Information dissemination: using websites, news release etc.</li> </ul> </li> <li>3. Support Services <ul style="list-style-type: none"> <li>• Set up help desk to provide advice and guidance as procurement and contracting issues arise in the line Ministries</li> </ul> </li> <li>4. Fostering close collaboration <ul style="list-style-type: none"> <li>• Strategies formulated for developing effective Working relationships with key stakeholders</li> </ul> </li> </ol>

	<p>5. Attend meetings as directed by the Head of the Division</p> <ul style="list-style-type: none"> <li>• Provide meeting briefing to the Head of Division for comments, before and after the meeting.</li> <li>• Overseas Travel Report</li> </ul> <p><b>Controlling</b></p> <p>1. Proficiency of procurement personnel assessment</p> <ul style="list-style-type: none"> <li>• Assessment Report on proficiency of procurement personnel at line Ministries with proposed capacity building programme</li> </ul> <p>2. Mentor procurement staff in conducting of procurement activities</p> <ul style="list-style-type: none"> <li>• approved contracts</li> </ul> <p><b>Technical</b></p> <p>1. Capacity Building in relation to Public Procurement Regulations 2015, Procedures and Bidding Documents</p> <ul style="list-style-type: none"> <li>• provide advice, assistance and/or training as directed</li> </ul> <p>2. Assessing responsible MDA's procurement proposal against their annual procurement plan and approved budget and insert them into the database</p> <p>3. Assist MDA's issues tender documents</p> <p>Any other duties delegated by the CEO for Finance</p> <ul style="list-style-type: none"> <li>• Report on duties performed</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory</b></p> <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> <p><b>Communication and Language Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication skills. Good command of both Tongan and English languages (written and spoken).</li> <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> <p><b>Desirable</b></p>

<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>✚ Master Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience</li> <li>✚ Postgraduate Diploma with at least 2 years' experience in a <b>similar role</b> OR at least 4 years relevant working experience</li> <li>✚ Bachelor's degree with at least 4 years' experience in a <b>similar role</b> OR at least 6 years relevant working experience</li> </ul> <p><u>Qualification acceptable for this role must be in Business Commerce or Procurement from a recognised educational institution.</u></p> <b>Desirable:</b>
<b>Authorised by (sign and date)</b>	
<b>Supervisor</b>	Name: Ms. Melesungu Halaholo  Signature & Date:
<b>Deputy CEO for Procurement Division</b>	Name: Ms. Pisila 'Otunuku  Signature & Date:
<b>CEO for Finance</b>	Name: Mrs. Kilisitina Tuamei'api  Signature & Date:
<b>Employee</b>	Name: Vacant  Signature & Date: