

Ministry:	Ministry of Finance
Division:	Corporate Services Division
Location:	SGGB, Nuku'alofa
Job Title:	Senior Procurement Officer
Position Number:	FIN08103211100110003
Reports to:	Head of Division
Band:	J
Salary:	\$30,526 - 45,788
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose</p> <ul style="list-style-type: none"> • The Senior Procurement Officer heads/manages the Procurement & Project Oversight Section of the CSD and will manage and be responsible for all procurement (excluding non-procurement) transactions funded from the MoF's Recurrent Budget (~\$104.5 millions). That is procurements of the MoF as well as those procurement transactions of other stakeholders or projects funded under Government General Fund (\$52.4 millions). The incumbent will ensure effectiveness, efficiency of processes and compliance with the Public Procurement Regulations. The incumbent will continuously liaise/consult with appropriate stakeholders, oversee, analyze and make procurement recommendations to the Deputy CEO Head of CSD, CEO and Hon. Minister. <i>Detail of functions of the Senior Procurement Officer are listed below.</i>

Accountabilities / Outcomes**Planning**

- Prepares Section's Monthly and Annual Work Plan in alignment with the Division's CP and AMP
- Facilitates and coordinates with HODs in the preparation of the Annual Procurement Plan (APP) of the Ministry
- Facilitates and coordinates the preparation of the Annual Procurement Plan of MDA's and other stakeholders from the Government General Fund (GGF)
- Meets with the MOF's HOD's, MDA's, suppliers and relevant stakeholders on procurement matters from MOF's Recurrent Budget and Government General Fund on, inter alia, the processes and schedules, specifications, technicalities, outputs and future of the procurements and to review procurements by specific types, Ministries, suppliers and so on according to be in line with the MoF's output and outcomes. Organizing

Organizing

- Ensures effective operation of Procurement Section to fit its vast and variety of environment such as MDS's natures of procured items and suppliers
- Ensure filing system is well secured and uploaded (Both electronic and manual)
- Arrange internal trainings on procurement regulations and purchasing processes with MDA's having procurements from the GGF
- Direct section in organizing of procurement activities and continuous monitoring of flow of activities


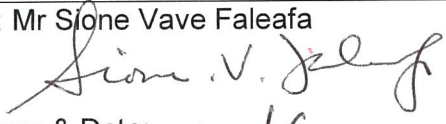
Leading

- Staff supervision and capacity development. Plans actions and leaves, allocate tasks and report on management of the section
- Provides procurement advices to Hon. Minister, CEO, HODs, Senior management and other relevant MDAs on procurement matters from both the MOF's Operational Recurrent Budget and Government General Fund for MDA's and communities
- Fostering close collaboration with key stakeholders by formatting strategies to develop effective working relationships with them
- Attend high-level meetings as directed by the HOD with prior briefing to the HOD for comments, before and after meetings

Controlling

- Compliance with internal controls of the procurement unit throughout the financial year

	<p>Technical</p> <ul style="list-style-type: none"> ➤ Prepare and submits to HOD monthly and quarterly Procurement Reports, with M&E on Procurement Compliance ➤ Responsible for all the preparation of all the MOF's procurement documentations for goods, non – consulting services and consultant services. This includes among others, procurement proposals, procurement notes, other procurement documents and evaluation reports and requests. This is for both MOF's Operational Recurrent Budget (\$9.6 million) and GGF (\$52.4 millions) for the MDA's and communities under MOF's Budget, administration and care. ➤ Prepares and drafts all procurement internal and external correspondences before disseminating to HOD and CEO for review and signing. ➤ Checks all procurement and purchasing request to ensure the correct interpretation of specific procurement in compliance with Procurement Policies and Regulations. ➤ Leads the procurement section in interpreting and ensuring the MoF's and other stakeholder's procurement comply with the Procurement Regulations. ➤ Responsible for drafting contracts for provision of goods and services as when required <p>Any other duties delegated by the CEO for Finance</p> <ul style="list-style-type: none"> • Report on duties performed
Person Specification	
Skills and Abilities	<p>Mandatory</p> <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 networking skills. • Communication and Language Skills • Good communication skills. Good command of both Tongan and English languages (written and spoken). • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Loyalty to government

	<ul style="list-style-type: none"> • Highly proactive • Must be committed to duties allocated, efficiently and effectively. <p>Desirable</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Master Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience ✚ Postgraduate Diploma with at least 2 years' experience in a similar role OR at least 4 years relevant working experience ✚ Bachelor's degree with at least 4 years' experience in a similar role OR at least 6 years relevant working experience <p>Qualification acceptable for this role must be in Business Commerce or Procurement from a recognised educational institution.</p> <p>Desirable:</p>
Authorised by (sign and date)	
Deputy CEO for Procurement Division	<p>Name: Mrs Gladys Fukofuka</p> <p> Signature & Date: 12/06/2026</p>
CEO for Finance	<p>Name: Mr Sione Vave Faleafa</p> <p> Signature & Date: 12/6</p>
Employee	<p>Name: Vacant</p> <p>Signature & Date:</p>

