



JOB DESCRIPTION

Job Title:	Procurement Officer
Department:	Design & Procurement
Location of position:	Suva
Reporting to:	Manager Procurement
Specific accountabilities:	As follows

Objectives

The primary purpose of the position is to assist the Manager Procurement in the management of the tendering processes for the Fiji Roads Authority.

Key Duties and Responsibilities

- Complete Approval to Call Tender Form
- Compilation of Tender Documents (RFT, RFQ, RFP)
- Prepare Tender Letters and correspondence to Tenderers (notification, decline, withdrawal, NTT, NTST)
- Prepare addendums to Tenders
- Filing and Storage of Tender Documents (hard and soft copies)
- Participate in Tender openings and record tenders received
- Ensure confidentiality regarding tenders received
- Undertake a price analysis for tender evaluations
- Liaise with contractors, consultants, suppliers regarding FRA procurement
- Prepare Tender evaluation documentation and evaluate tenders for compliance with tender document requirements – draft only
- Participate in Tender Evaluation and Clarification Meetings
- Take minutes of meeting as required
- Ensure that procurement is undertaken in accordance with the FRA Operation Manual and FRA procurement procedures
- Undertake other Procurement Support duties as required.
- Perform other duties as directed by the Manager, Head of Department or the CEO.

Common Accountabilities

Compliance

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may have been delegated by the Authority.



Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

Organisational Performance

Promptly provide complete and accurate financial and non-performance results (against any performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

General Management

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.

Protection of the Authority's intellectual property rights.

Protection of the Authority's reputation.

Good public relations.

Additional Responsibilities

Such additional functions and duties as the CEO may from time to time require.

Emergency Management

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.



Personal Performance

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually – following submission of FRA’s Annual Report to the Minister.

The Manager Procurement will appraise the Project Support – Procurement and will be reviewed by the Head of Design and Procurement.

Position Specifications

- Diploma in Office / Business Administration;
- Project Management Qualifications will be an added advantage
- 3 - 5 years’ experience in a procurement and/ or similar role;
- Demonstrated analytical and problem solving skills with the ability to research issues, explore options and develop and document appropriate solutions;
- Demonstrated highly developed interpersonal communication skills, with the ability to liaise with people at all levels of the organisation as well as stakeholders from a range of business and cultural backgrounds;
- Demonstrated high level of verbal and written communication skills particularly in regard to the preparation of reports, briefing notes, meeting minutes and various forms of Tender related correspondence;
- Ability to consult and negotiate with senior executives and a diverse range of client groups on confidential and sensitive matters;
- Demonstrated organisational skills and ability to function autonomously within a team environment to support and deliver quality work outcomes, manage conflicting priorities and meet stringent timelines;
- Demonstrated initiative when carrying out responsibilities and the ability to be flexible to meet the demands of working in a challenging environment as well as the ability to anticipate the needs of the Procurement Team;
- Demonstrated advanced computer literacy in Microsoft Office applications: MS Word, PowerPoint, Excel, Publisher and Outlook.

This job description has been approved by:

Name	
Designation	
Signature	
Date	