



JOB DESCRIPTION

Position:	Tender Secretary
Location of position:	Suva
Department:	Design & Procurement
Reporting to:	Procurement Manager/ Head of Technical Support
Specific accountabilities:	As follows

Objectives

The Tender Secretary is required to analyse and coordinate the administrative, technical and commercial aspects of the Tendering and Contract process.

The Tender Secretary is also required to actively oversee the efficient and compliant execution of all tendering activities in accordance with public procurement standards and regulations and track their status and execution ensuring alignment to project deadlines.

Key Duties and Responsibilities

- Actively contributes to the development and implementation of all rules and procedures governing tendering and contract processes ensuring compliance with internal and governmental controls and regulations.
- Coordinates the tender process from the pre-qualification stage through to the final bid submission, award of contract and engagement close out.
- Collates and ensures proper documentation within the tendering and contract process.
- Acts as a liaison between suppliers and client to ensure that all queries are dealt with in a timely manner.
- Coordinates the preparation and submission of Request for Proposals (RFPs/RFT) and other tender documents that are responsive to client requirements and in compliance with company objectives are completed in a timely manner.
- Serves primarily as the secretary to the Tenders and Evaluation committees and serves as a panel list where so requested.
- Prepares regular status reports on ongoing tendering and evaluation activities undertaken by FRA.
- Conducts in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of the user department and is consistent with the terms and conditions of standard FRA procurement policy.
- Collaborates with key internal stakeholders in identifying procurement needs relative to projects being undertaken by the company and develops draft procurement schedules.
- Prepares evaluation reports and other corresponding documents in accordance with standard templates for approval and signoff.
- Performs other related duties as required.

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 furnish, complete and accurate financial and non-performance results (against such of the 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

Quality Assurance

Ensure that tender submissions meet quality standards, including proper formatting, language proficiency, and alignment with FRA related technical specifications and project requirements.

Deadline Management

Manage the tendering timeline to ensure that all tasks are completed on schedule and that tender submissions are finalized and submitted before the specified deadlines.

Stakeholder Engagement

Foster positive relationships with contractors, suppliers, government agencies, and other stakeholders involved in the tender process to promote transparency, collaboration, and compliance with regulatory requirements.



Others

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 the Annual Report to the Minister.

The Procurement Manager will appraise the Tender Secretary which will be reviewed by the Head of Technical Support

Position Specifications

- A bachelor's degree in a relevant field such as business administration, procurement, finance, engineering, or a related discipline would provide a strong foundation. Alternatively, a diploma or certification in procurement or project management could also be valuable,
- Minimum five (5) years' of experience in the tendering and procurement environment and familiarity with procurement principles, practices, and regulations is essential. This includes understanding procurement processes, contract law, and compliance requirements specific to Fiji,
- Excellent written and verbal communication skills are crucial for effectively communicating with internal teams, external stakeholders, and contractors. Fluency in English is typically required, and proficiency in Fijian Itaukei language and Indian language may be advantageous,
- Strong organizational abilities are necessary to manage documentation, coordinate activities, and meet deadlines in a fast-paced environment. Attention to detail is critical for ensuring accuracy and compliance in tender submissions,
- The ability to research and analyse information, such as market trends, competitor activities, and project requirements, is important for making informed decisions and developing competitive tender proposals,
- Proficiency in using office software applications such as Microsoft Word, Excel, and PowerPoint is essential for preparing documents, analyzing data, and creating presentations. Familiarity with procurement software or electronic tendering systems may also be beneficial,
- Strong interpersonal skills are needed to build positive relationships with stakeholders, collaborate effectively with team members, and negotiate terms with contractors or suppliers,
- The capacity to identify issues, propose solutions, and resolve challenges that may arise during the tender process is valuable for ensuring smooth and successful procurement outcomes,
- Integrity, honesty, and ethical conduct are essential for maintaining the credibility and trustworthiness of the tendering process and adhering to legal and regulatory requirements,
- Experience with Multi-Lateral Funding Agencies I.e. Asian Development Bank and World Bank for infrastructure projects will be an advantage,



- Knowledge of the RFP (Request for Proposals/Quotations/EOI/Request for Tender) generation process,
- Knowledgeable with infrastructure project life cycle,
- Knowledge of public procurement contracting and tendering principles,
- Knowledge of the principles and procedures involved in financial management,
- Proven ability to analyse information quickly and to problem solve and think strategically, position and formulate appropriate recommendations,
- Proven ability in encouraging open expression of ideas and opinions and efficiently transfers thoughts and expresses ideas orally or in writing in individual or group situations,
- Proven ability to understand the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement,
- Proven ability to effectively manage and coordinate the output of a highly diverse team of professionals,
- Ability to seek ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery,
- Ability to establish and maintain effective working relationships with colleagues and members of the public,
- Ability to proactively acquire necessary technical knowledge, skills and judgment to perform job more effectively,
- Ability to work as part of a group of people, working toward solutions which generally benefit all involved parties,
- Ability to set and maintain high performance standards for self and others that support FRA's strategic plan,
- Ability to observe and maintain confidentiality in the performance of duties,
- Proficient in the use of Microsoft Office Suite.

This job description has been approved by:

Name	
Designation	
Signature	
Date	