



**DEPARTMENT OF LEGISLATURE**  
**JOB DESCRIPTION — CORPORATE SERVICES DIVISION**



**JOB TITLE: PROCUREMENT OFFICER**

**CORPORATE INFORMATION**

1. Position Level: F
2. Annual Salary: \$24,261.72
3. Duty Station: Finance Unit – Corporate Division
4. **Reporting Responsibilities;**
  - a) Reports To: Senior Finance Officer
  - b) Liaises with: SFO (Finance), Internal staff, Senior Management, Clients
  - c) Subordinates: Registry & Stores Officer

**POSITION PURPOSE:**

The position is responsible for the efficient and effective management of the procurement process, functions, and supplier performance in compliance with the financial instructions and policies. The position also assist the Manager Finance in data collection for financial reporting to Executive Management.

**KEY RESPONSIBILITIES:**

1. Formulate Annual Procurement Plan by analyzing the outputs of the departments for the budgeted year.
2. Facilitate timely procurement of stores with compliance to procurement regulation.
3. Coordinate logistic arrangements for all refreshments and catering requests.
4. Monitor all delivery of item by contracted/Tendered suppliers for quality and compliance.
5. Maintain and update database of all assets and stock.
6. Conduct Annual Board of Survey exercise.
7. Provide procurement information for trending analysis.

**PERFORMANCE INDICATORS**

1. Ensures procurement of all stores and stationeries in accordance with procurement regulations and subsequent polices with agreed timeframe;
2. Efficient support services in the provision of catering services;
3. Provide reliable and accurate information for trending analysis;
4. All other corporate requirements are delivered within agreed timeframes and standard instructions.

## **PERSON SPECIFICATION**

**Essential Qualification:** *An Undergraduate Degree in Accounting/Commerce or equivalent from a recognized institute with relevant work experience. Computer literacy and knowledge required.*

## **KNOWLEDGE AND EXPERIENCE**

1. Computing skill/literacy in computing applications and sound knowledge are preferred;
2. Good understanding of the Fijian Constitution, SC Act/Regulations 1999, Finance Act and Instructions, Procurement Regulations, General Orders and any other departments policies.

## **SKILLS AND ABILITIES**

1. Organizational abilities and the ability to be impartial, confidential and to make firm decisions.
2. Ability to supervise and motivate Unit staff to achieve the Legislature Divisions short, medium and long term goals;
3. Demonstrated ability to manage demanding workload and tight deadline;
4. Ability to effectively work within a team with people from diverse backgrounds and communicate with people at all levels and proven team leadership skills and abilities;
5. Excellent written and verbal communication skills;
6. Service oriented approach;
7. A good working knowledge in Microsoft Office in particular Word, Excel, PowerPoint.

## **PERSON CHARACTER AND POLITICAL NEUTRALITY**

The Parliament of Fiji operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the Parliament of Fiji and cannot be considered for employment.

All applicants for employment in the Department of Legislature must be under the age of 60, in sound health, with a clear police record. The successful applicant will be required to provide a police clearance report and medical certificate.

The Parliament of Fiji is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.