

POST DESCRIPTION			
1	Ministry: Finance & National Planning		
2	Job Title: Procurement Officer, Procurement Division		
3	Level: 9 Band: L	Post Number: 1	Location: Nuku'alofa
4	<p>Job Purpose: The Procurement Officer provides procurement operational support to the Policy Section of the Procurement Division. He/She is assigned varying and complex procurement policy related assignments by the Supervisor and is responsible for review and policy improvements of procurement proceedings of assigned Ministries. Work at this level involves responsibility for writing, planning, developing and implementing a homogenous segment of procurement involving coordination of a number of reviews, training and awareness program related to policy implementations and improvements to process and procedure.</p>		
5	Job Outputs		Performance Indicators
5.1	<p>Planning</p> <ul style="list-style-type: none"> • Individual work plan • Contribute to Policy Unit annual work plan • Schedule of meeting/ training to allocated MDAs APP • Schedule of outreach meeting/ training to allocated MDAs on procurement related issues including non-compliance 		<ul style="list-style-type: none"> • Submission 95% completed and accurate • Submission approved • Meet the specified due date
5.2	<p>Organizing</p> <p>1. Help-desk support</p> <ul style="list-style-type: none"> • Email/ savingram with advice and support to allocated MDAs about procurement matters in accordance with Procurement Regulations 2010 <p>2. Training and consultations</p> <ul style="list-style-type: none"> • organize training and consultations with relevant stakeholders on policy matters <p>3. Weekly updates on files handled against planned work</p>		<ul style="list-style-type: none"> • 95% complete and accurate • Respond to MDAs within 2 days of queries. • Confirmed list of participants submitted one day before the training/ meeting • Meeting venue and logistic confirmed one week before the training/ meeting • 95% complete and accurate

	<p>4. Scheduling and organizing meeting papers for GPC</p> <p>5. File and reference system for GPC matters</p>	<p>weekly report submitted</p> <ul style="list-style-type: none"> • Weekly report approved • GPC meeting papers ready for deliver one week before the meeting • GPC papers retrieved and send in 10 minutes
5.3	<p>Leading</p> <p>1. Provide assistance with procurement process on a need basis</p> <ul style="list-style-type: none"> • email/ savingram: policy clarifications to all stakeholders in alignment with APP of allocated MDAs <p>2. Management of contract issues</p> <ul style="list-style-type: none"> • email/ savingram: advice and guidance in accordance with the Public Procurement Regulations 2010 that protect the Government of Tonga as contracting issues arise in allocated MDAs <p>3. Close collaboration with key stakeholders</p> <ul style="list-style-type: none"> • Develop effective working relationships allocated MDAs and other internal clients with a customer service focus. <p>4. Capacity Building for Suppliers and external clients</p> <ul style="list-style-type: none"> • The Private sector develops an understanding of the GoT Public Procurement Regulations 2010 and how to use the bidding documentation <p>5. Attend meetings as directed by the Senior Procurement Officer and the Head of the Division</p> <ul style="list-style-type: none"> • provide meeting briefing to the Head of Division for comments, before and after the meeting. • Overseas Travel Report 	<ul style="list-style-type: none"> • One week before APP target date • 95% accurate and complete • Respond to allocated MDAs within 5 days • 95% accurate and complete • At least 3 complaints from customer/ clients were evidently due to poor customer service • At least 3 complaints from customer/ clients were evidently due to poor customer service • Report submitted no later than the following day after the meeting • Overseas Travel Report submitted no than the following day after resumption of duty

5.4	<p>Controlling</p> <p>1. Reporting assist the development of management report on the activities of the Procurement Policy Unit to the Head of Division</p>	<ul style="list-style-type: none"> • 95% accurate and complete monthly progress report submitted no later than the first week of the following month. • Approved by Supervisor
5.5	<p>Technical</p> <p>1. Capacity Building in relation to Public Procurement Regulations 2010, Procedures and Bidding Documents</p> <ul style="list-style-type: none"> • Email/ savingram/ power point presentation: provide advice, assistance and/or training as directed <p>2. Database and filing system</p> <ul style="list-style-type: none"> • electronic database and file system for all procurement documents reviewed • electronic documenting and filing received APPs <p>3. Information dissemination through MOFNP Website</p> <ul style="list-style-type: none"> • Assist in developing relevant bidding and contracting information of the Central Procurement Unit and designing how this can be presented on the MOFNP website • Assist in developing and compiling the overall whole of government APP for dissemination • Assist in developing and compiling information for disclosure as required by the PPR 2015 <p>4. Organize meetings where relevant to discuss, clarify and review procurement policies and documents</p>	<ul style="list-style-type: none"> • 95% accurate and complete • Submitted within specified timeline • 95% complete and accurate manual for database and filing system • Document request provided in 10 mins • 95% complete and accurate • submit within specified timeline
5.6	<p>Any other duties delegated by the PU Head/DCEO PD</p> <ul style="list-style-type: none"> • Report on duties performed or meeting 	<ul style="list-style-type: none"> • 95% accurate and complete • meet specified time line

	attended	
6	Reports Directly to:	Deputy CEO, Procurement Division
7	PERSONAL SPECIFICATION	
7.1	Special Skills:	<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 net working skills.
7.2	Communication and Language Skills:	Good communication skills. Fluent in both Tongan and English languages (written and spoken).
7.3	Personal Attributes:	<ul style="list-style-type: none"> • Good work attitude • Highly motivated • Well organized and hardworking • Honesty and integrity • Highly proactive • Must be committed to duties allocated, efficiently and effectively.
7.4	Education & Experience	<p>Must have a Bachelor Degree in Business or related field from a recognized tertiary institution;</p> <p>OR</p> <p>Diploma in Business or related field with 3 years working experience in Government.</p>
	BEHAVIOURAL COMPETENCIES	
8	Core Behavioral Competencies	Key Performance Standards

8.1	Change and Innovation	<ul style="list-style-type: none"> ➤ Stays informed and actively contributes to change initiatives ➤ Looks for ways to demonstrate innovation and initiative in work area ➤ Anticipates emerging issues and looks for ways to improve work practices. ➤ Takes a big-picture view of change and models a positive, constructive approach to managing it <p>Focuses on benefits and ways of overcoming obstacles.</p>
8.2	Interpersonal Skills	<ul style="list-style-type: none"> ➤ Actively shares information with appropriate people and checks for understanding where necessary ➤ Presents clear, courteous and concise oral and written communications ➤ Engages positively and persuasively with program stakeholders as appropriate. ➤ Develops rapport with people at all levels inside and outside the organization to further the goals of the organization.
8.3	Integrity / Accountability	<ul style="list-style-type: none"> ➤ Seeks to achieve results which are in the best interest of the organization ➤ Uses honesty and appropriate disclosure with customers, employees, and management ➤ Accepts responsibility and acknowledges problems or mistakes and commits to necessary corrective action. ➤ Taking personal accountability for all aspects of their work and self-managing to improve their own and team performance
8.4	Results Orientation	<ul style="list-style-type: none"> ➤ Delivers high quality results on time ➤ Overcomes roadblocks/setbacks to deliver results ➤ Identifies problems early and takes appropriate action. ➤ Thinks outside of the box to achieve the best results for an internal/external customer.
8.5	Teamwork and Collaboration -	<ul style="list-style-type: none"> ➤ Demonstrate ability to get along with others/is respectful of co-workers and promotes teamwork. ➤ Takes the initiative to make things better and seeks out/accepts new or additional responsibilities readily. ➤ Is open with other team members about his/her concerns ➤ Actively shares information with appropriate people and checks for understanding where required.
8.6	Customer Focus (internal and external)	<ul style="list-style-type: none"> ➤ Takes personal responsibility for ensuring any issues raised by customers are responded to promptly; ➤ Accepts responsibility for mistakes, apologies and makes suitable and timely amends. ➤ Treats all clients with respect and cultural awareness
8.7	Self Confidence and Assertiveness	<ul style="list-style-type: none"> ➤ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the organization. ➤ Deals constructively with failures and mistakes and addresses conflict directly to resolve issues in a timely fashion.

8.8	Building individual capacity	<ul style="list-style-type: none"> ➤ Seeks to continue developing new skills to adapt to a changing environment and for personal/professional growth
8.9	Support the Organizations Enabling Theme, Outputs and Outcomes	<ul style="list-style-type: none"> ➤ Inspires dedication to the organization's shared outputs and values through his/her own visible actions. ➤ Shows enthusiasm for organizational initiatives, policies and procedures and help others accept any changes and remain effective ➤ Embraces and adapts to changing work environment
8.10	Judgment	<ul style="list-style-type: none"> ➤ Approaches a task/problem in a sensible way; give sound advice and seek assistance if necessary ➤ Addresses issues early before they escalate and gets them resolved efficiently with minimum fuss.
8.11	Promotion of equity and equality	<ul style="list-style-type: none"> ➤ Actively promotes equity (relating to distribution) and equality (relating to non-discrimination) in relation to gender, culture, disability and other differences ➤ Demonstrates an interest in, and seeks opportunities to learn about others, e.g. Pacific Islands Cultures
9	ENDORSEMENT	
9.1	ENDORSEMENT Position Title: Procurement Officer	Name: (Vacant) Signature: Date:
9.2	Head of Division: DCEO- Procurement Management Division	Name: Mrs Pisila Matafahi 'Otunuku Signature: Date:
9.3	Chief Executive Officer for Finance & National Planning	Name: Mrs Balwyn Fa'otusia Signature: Date