

Ministry:	Ministry of Finance
Division:	CPU, Procurement Division
Location:	Nuku'alofa
Job Title:	Chief Procurement Officer
Position Number:	FIN08302111100110002
Reports to:	Deputy CEO, Procurement Division
Band:	H
Salary:	\$33,600 – \$50,400
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>Desirable:</p> <p>Job Purpose:</p> <ul style="list-style-type: none"> • Creation and ongoing value creation with a world class supply base • Assist in development of organizational procurement strategy • Assist in creation and management of short, mid, and long term goals and objectives • Administer and manage the contracts and procurement activities in accordance with principles, practices and procedures and appropriate Tongan Regulations , Standards and contract law; • Creation and improvement of best-practice based processes (e.g., leadership of high-value/strategic sourcing efforts) • Management of business process activities • Identification and realization of cost-saving and cost-reduction opportunities • Selection and management of procurement systems • Participate in the continuous improvement of procurement management processes, policies, procedures and systems; • Regularly liaise/communicate and consult with key stakeholders and report on performance of procurement to Management

	<ul style="list-style-type: none"> • Supervisory responsibility as determined by the Deputy CEO • Regularly liaise/communicate and consult with key stakeholders and report on performance of contracts and procurement to management and Ministries; • Management of procurement staff in (and across) sourcing, contracting, transactional purchasing, supplier management, and miscellaneous internal procurement support activities • Creating a talent management process in coordination with HR to ensure that the right resources are in place • Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities • Help transform Procurement, and also support broader transformation of the value chain and the enterprise • Provide training to MDA's on Procurement Process, Regulations and Manuals • Assist in preparing of Cabinet paper • Risk analysis • Assist in minute taking of Government Procurement Committee meeting • Conduct and participate in relevant overseas trainings, courses and meetings on behalf of the Ministry • Any other duties delegated by the Head of Procurement Division <p>Desirable:</p>
<p>Accountabilities / Outcomes</p>	<p>5. Central Procurement Unit</p> <p>5.1 Procurement - Policy Unit</p> <ul style="list-style-type: none"> • Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities • Provide training to MDA's on Procurement Process, Regulations and Manuals • Conduct and participate in relevant overseas trainings, courses and meetings on behalf of the Ministry <p>5.2 Policy Advice</p> <ul style="list-style-type: none"> • Administer and manage the contracts and procurement activities in accordance with principles, practices and procedures and appropriate Tongan Regulations, Standards and contract law; • Creation and improvement of best-practice based processes (e.g., leadership of high-value/strategic sourcing efforts) • Management of business process activities • Identification and realization of cost-saving and cost-reduction opportunities • Selection and management of procurement systems • Participate in the continuous improvement of procurement management processes, policies, procedures and systems; <p>5.3. Compliance with current Public Procurement Regulations, guidelines and instructions</p> <ul style="list-style-type: none"> • Creating a talent management process in coordination with HR to ensure that the right resources are in place

	<ul style="list-style-type: none"> • Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities • Help transform Procurement, and also support broader transformation of the value chain and the enterprise <p>5.4. Records and Information Management</p> <ul style="list-style-type: none"> • Assist in minute taking of Government Procurement Committee meeting • Management of business process activities <p>5.5. Technical Assistance</p> <ul style="list-style-type: none"> • Capacity Building in relation to Public Procurement Regulations 2015, Procedures and Bidding Documents • Database and filing system • Information dissemination through MOF Website <p>6.1 Complaints and Appeals</p> <p>6.2 Any other duties delegated by the Head of Procurement Division</p>
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. • Good communication skills. Good command of both Tongan and English languages (written and spoken). • good work attitude and work well in a team environment • highly motivated and proactive • well organized and hardworking • honest, with high integrity and loyalty • loyalty to government • strong consultation and interpersonal skills • open and flexible, able to engage in a wide range of cultural and organizational situations <p>Desirable:</p>
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Master's degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience • Postgraduate Diploma with at least 3 years' experience in a similar role OR at least 5 years relevant working experience • Bachelor's degree with at least 5 years' experience in a similar role OR at least 8 years relevant working experience <p><u>Qualification acceptable for this role must be in Business, Commerce or Procurement from a recognised educational institution</u></p> <p>Desirable:</p>

Authorised by (sign and date)	
A/DCEO for Finance	Name: Ms. Pisila 'Otunuku Signature & Date:
Employee	Name: Vacant Signature & Date: