Pacific Disability Forum

Position Description

Vacancy Title: Procurement Officer
Location:
Reports To: None

Objective

The Procurement Officer is responsible for coordinating the acquisition of goods, services and works through fair, transparent and compliant procurement processes. The role supports organisational operations and programme delivery by ensuring procurement activities achieve value for money, accessibility, quality and timely delivery while meeting Pacific Disability Forum, donor and regulatory requirements. The position maintains procurement documentation, supplier relationships and purchasing records to support accountability, audit readiness and effective contract administration.

Outcomes

Organisational Stakeholders

1. Procurement Planning and Requirements Management

- Confirm purchasing requirements, delivery schedules and budget availability with requesting officers.
- Support the development and review of technical specifications, terms of reference and evaluation criteria.
- Ensure accessibility, inclusion and service delivery requirements are incorporated into procurement documentation.
- Coordinate procurement planning activities in alignment with programme and corporate workplans.
- Advise requesting officers on procurement processes, requirements and timelines.
- Maintain procurement schedules to support timely sourcing and contract implementation.

2. Procurement processes are conducted fairly, transparently and in accordance with approved policies and procedures.

- Obtain quotations, expressions of interest or tender submissions using the approved procurement method.
- Coordinate supplier communications and clarification processes.
- Facilitate supplier evaluations against established criteria and approved procurement requirements.
- Maintain complete evaluation records and supporting documentation.
- Document conflicts of interest, procurement decisions and approval processes.
- Prepare procurement recommendations for review and approval before purchase commitments are made.

3. Procurement transactions and supplier commitments are effectively managed and monitored.

- Prepare purchase orders, procurement agreements and contract administration documentation.
- Monitor supplier performance against agreed delivery schedules, scope and contract terms.
- Coordinate with suppliers and requesting officers regarding delivery status and service performance.
- Record and follow up delayed deliveries, quality concerns, contract variations and supplier performance issues.
- Ensure procurement activities remain within approved budgets and delegated authority limits.
- Support resolution of supplier performance concerns through approved processes.

4. Procurement Documentation and Financial Compliance

- Maintain complete procurement files containing requisitions, approvals, quotations, evaluations and purchasing records.
- Verify delivery confirmations and supporting documentation before invoices are processed.
- Match procurement documentation against approved purchase orders and supplier invoices.
- Prepare procurement information and supporting evidence required for audits and donor reviews.
- Ensure records are maintained in accordance with organisational document retention requirements.
- Support procurement reporting and expenditure tracking activities.

5. Supplier Management, Risk Monitoring and Continuous Improvement

- Maintain supplier databases, procurement registers and contract monitoring records.
- Monitor procurement compliance and identify risks, exceptions or irregularities.
- Escalate procurement breaches, suspected misconduct or non-compliance concerns to the reporting manager.
- Monitor supplier performance trends and maintain supplier assessment records.
- Recommend practical improvements to procurement systems, controls and processes.
- Support organisational initiatives that strengthen procurement efficiency, transparency and value for money.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.

Documentation	Communicate using formal business writing.
Customer	
Organisational Values	Display the organisation's image and value standards.
People	
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Finance/ Accounting	
Desirable		
Degree	Finance/ Accounting	

Work Knowledge and Experience

Minimum three (3) years' experience in procurement, purchasing, supply chain administration or contract management.

Experience coordinating competitive quotation or tender processes.

Experience maintaining procurement records and supplier performance documentation.

Required Knowledge -Procurement principles, controls and best practices. -Competitive sourcing and supplier evaluation methodologies. -Donor-funded procurement requirements and compliance obligations. -Purchase order management and contract administration processes. -Conflict of interest and ethical procurement requirements. -Accessible and inclusive procurement practices. -Invoice verification, financial controls and audit documentation requirements. -Risk management principles applicable to procurement activities.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All PDF employees and consultants	
External		
	Suppliers	
	Consultants	
	Contractors	
	Donor Representatives (as required)	
	Auditors	
	Regulatory and Compliance Stakeholders	

Attributes

Behavioural Styles	
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Interpersonal Styles	
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.
Thinking Styles	
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough

	approach.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 29 Nov 2026