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## Position Description

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Vacancy Title: **Procurement Officer**

Location: **Suva**

Reports To: **None**

### Objective

The role will coordinate purchasing activities ensuring cost-efficiency and high quality products. The Procurement Officer will also be responsible for evaluating vendors & suppliers and managing these relationships for optimum returns. The incumbent will maintain accurate records of purchases and provide relevant information as and when required. The role reports to the Procurement Manager.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Cost-effective procurement and purchasing function ensured

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- Assistance provided to supervisor to ensure that procurement activities are efficiently carried out
  - Purchase of products and supplies effectively planned and forecasted based on sales and current market demand
    - Analysing, planning and executing orders to overseas/local supply sources
  - Tappoo's Group of Companies procurement policies and procedures are monitored and enforced
  - Products and services are reviewed, compared, evaluated and necessary approval are obtained
  - Inventories are managed and accurate records maintained
  - Good communication channels maintained with supply chain partners
    - Deliveries are effectively communicated
    - Planned logistic channels
  - Supplier payment documents prepared in a timely and efficient manner
  - Supplier information constantly updated for relevance
  - With supervisor relevant contracts are reviewed and negotiations carried out as required
    - Negotiating terms of agreement and pricing
    - Researching and evaluating prospective suppliers and vendors
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##### 2. Effective financial capabilities and reporting demonstrated

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- Thorough understanding and execution of relevant procurement policy and procedures demonstrated
  - Timely verification of procurement data ensuring updates into the proper supply system
  - Effective reporting with ERP module ensured
  - Updated records of purchased products, delivery information and invoices ensured
  - Assistance provided in the delivery of timely reconciliations
    - Discrepancies/variances reported, and support provided; General ledger reconciliations; Inventory reconciliations
  - Assistance provided to department and staff
    - Preparation - collating and compiling of relevant key management reports for expenses and revenue
    - Effective relationship management across the finance function
    - Achieving turnaround time for delivery of reports, external reports and any other duties assigned
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##### 3. Robust business analysis and risk identification support provided to team

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- Financial and costing support provided
    - Product costing is calculated and pricing structures maintained
    - Forecasting models for product procurement and supplies ensured
    - Providing trends; explaining processes and techniques; recommending actions
    - Economic and market financial data up to date
    - Cost benefit analyses undertaken as required
  - Business risks clearly identified based on economic and market data analysis
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##### 4. Statutory and operationally compliant organisation

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- Statutory and regulatory compliant function ensured
    - Lodgment of documents with necessary FRCS requirements for shipment clearance ensured
  - Compliance with operational procedures
    - ERP module reporting ensured
  - Risk compliance ensured through thorough assessment and projections
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##### 5. Teamwork and Cooperation

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- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

#### 6. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Financial Application	Apply financial principles and practices.
Technology Application	Apply technology.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Accounting and Finance, Operations Management	

## Work Knowledge and Experience

- Minimum 2 years in a finance or similar role or industry
- Strong working knowledge of Excel and financial modeling
- Strong analytical and problem solving skills with an ability think strategically and holistically
- Proven experience with process modelling and analysis tools
- Advanced knowledge of relevant software, including MS Office Suite
- Excellent knowledge and understanding of supply chain management/procurement/logistics procedures.
- Possess exceptional negotiation skills and Market awareness

## Requirements

### Language Proficiency

- Excellent command of English

### Regulatory Compliance Requirements

- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
	Finance Team	
	Procurement Team	
<b>External</b>		
	Taxation Authority	
	Vendors & Suppliers	
	Statutory Authorities	

## 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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Innovative	Devises new and creative ways to do things comes up with original ideas.

### Interpersonal Styles

Team Oriented	Enjoys being with others as part of a group or team.
Perceptive	Shows keen insight and understanding of issues or situations.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

## How To Apply

## Contact for Enquiries

Contact Name: Kelera Bokini

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**Closing Date: 11 Dec 2022**