
Position Description

Vacancy Title: **Procurement Specialist (PMO)**

Location: **Nadi**

Reports To: **None**

Objective

The Procurement Specialist within the Project Management Office (PMO) is responsible for leading and coordinating procurement activities across projects to ensure the timely and cost-effective acquisition of goods, services, and contracts. This role plays a key part in supporting project delivery through effective procurement planning, supplier engagement, and compliance with organisational policies and relevant regulations. The role will report to the Director Projects.

Outcomes

Organisational Stakeholders

1. Procurement and Commercial Support for Project Delivery

- Procurement activities are completed efficiently and effectively, ensuring timely delivery of goods and services for project needs.
- Procurement plans are aligned with project schedules and budgets, supporting the successful delivery of project milestones.
- High-quality and reliable vendors are engaged through transparent and value-driven sourcing and evaluation processes.
- Supplier performance and market intelligence are regularly monitored, enabling informed and proactive procurement decisions.
- Inventory management and procurement processes are streamlined to address inefficiencies and improve operational effectiveness.
- Procurement strategies are responsive to market dynamics, supported by accurate data and analysis for informed decision-making.

2. Procurement Planning and Strategy

- Procurement strategies are effectively implemented, ensuring goods and services are acquired on time, lead times are reduced, and project delays are avoided, in alignment with the approved Procurement Plan and organisational objectives.
- Procurement processes are optimised, resulting in measurable cost savings, improved efficiency, and enhanced supplier confidence.
- Procurement best practices are embedded, strengthening market confidence and reinforcing the organisation's reputation as a reliable project partner.
- Standard Operating Procedures for PMO procurement activities are established and maintained, ensuring consistency and alignment with the Project Management Framework.
- Procurement plans are regularly reviewed and updated, with quarterly reviews and ad hoc revisions ensuring ongoing alignment with project needs and market conditions.

3. Procurement, Negotiation and Award

- Procurement documentation is complete, accurate, and compliant, covering all necessary elements (such as procurement notices, advertisements, addendums, procurement documents, evaluation reports, and clearance requests) to support efficient and transparent procurement processes.
- Tender evaluations are conducted effectively and within the required timeframe, ensuring that awards are made within the tender validity period and in compliance with procurement procedures.
- Contracts are executed promptly, with all contract signings completed within 30 days of contract award to maintain project timelines and avoid delays.
- Procurement contracts and agreements are well-prepared, reviewed, and negotiated, ensuring clarity of terms and mutual understanding between parties.
- All contracts meet legal, policy, and budgetary requirements, supporting compliance, risk mitigation, and financial control.

4. Monitoring & Evaluation

- Key Performance Indicators (KPIs) are established and monitored, providing clear visibility into procurement performance across all project components.
- Procurement and contract data are regularly analysed, enabling evidence-based adjustments to procurement strategies and arrangements during project implementation.
- Tender evaluations are consistently supported, with active participation in evaluation panels ensuring compliance, fairness, and timely decision-making.
- Monitoring and evaluation KPIs inform procurement activity status, enhancing oversight, reporting accuracy, and continuous improvement of procurement processes.
- Procurement documentation is accurately maintained, ensuring transparency, accountability, and ease of reporting throughout the project lifecycle.
- Supplier performance is tracked and relationships effectively managed, leading to optimised vendor performance, increased reliability, and strengthened partnerships.

5. Compliance & Risk Management

- All procurement activities comply with organisational policies and relevant regulatory requirements, reducing risk and ensuring audit readiness.
- Supplier-related risks, including reliability, quality, and delivery issues, are proactively managed and mitigated to ensure consistent project performance.
- Contractual and procurement activities comply with legal and organisational standards, with disputes resolved effectively to minimise project disruption.
- Ensure all procurement activities adhere to company policies, regulatory standards, and industry best practices, aiming for 100% compliance with procurement policies and regulatory requirements.
- Mitigate procurement risks by conducting due diligence on vendors and suppliers.
- Maintain documentation and records to support audits and compliance reviews.
- Conflicts between internal procedures and financing agency requirements are resolved to maintain compliance and avoid delays in procurement execution.

6. Cost Optimization & Budget Control

- Procurement budgets optimised through early identification and resolution of cost overruns, contributing to overall cost efficiency.
- Procurement expenditures monitored and cost-effectiveness in purchasing decisions ensured, contributing to cost savings achieved through negotiation and process improvement.
- Collaboration with project accountants and finance teams ensured, aligning procurement activities with budgetary constraints and ensuring procurement activities remain within budget and finance availability.
- Opportunities to optimise costs identified without compromising quality or project timelines, contributing to improved financial outcomes.
- Cost-saving opportunities identified and procurement costs optimised, leading to cost savings achieved through negotiation.

7. Stakeholder Collaboration

- Strong collaboration with internal and external stakeholders ensured, contributing to smooth procurement operations and successful project outcomes.
- Collaboration with project managers and other stakeholders ensured, to understand procurement needs and priorities.
- Guidance provided on procurement best practices and policies to project teams.
- Cross-functional support and collaboration ensured to meet project procurement timelines and needs effectively.
- Engagement with funding and donor agencies ensured, contributing to compliance with their processes and building confidence in organizational procedures.
- Strong relationships with stakeholders maintained through effective reporting, contributing to enhanced collaboration and project success.

8. Market Research & Analytics

- Market trends analyzed ensured, contributing to the identification of new opportunities.
- Systematic market research conducted ensured, identifying emerging suppliers and achieving defined recommendations for new potential suppliers.
- Supplier performance data gathered ensured, contributing to informed procurement decisions.
- Comparative assessments of proposals and cost evaluations executed ensured, generating actionable reports and effective recommendations for improvements.
- Comprehensive procurement and supplier data developed and maintained, supporting strategic sourcing decisions and ongoing procurement effectiveness.

9. Teamwork and cooperation

- Professional conduct is consistently maintained with all stakeholders, fostering positive internal and external relationships.
- Collaboration with other departments is proactive, supporting cross-functional coordination.
- All assigned duties are carried out diligently and professionally, contributing to the success of the organisation.

10. Fiji Airport's image and value standards demonstrated and promoted

- Uphold and demonstrate the organisation's image and values
- Monitor and encourage team members to uphold image and value standards

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.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.

Competence	Description
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
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.
Financial Application	Apply financial principles and practices.
Research	Apply formal research methodologies.

Operational

Stock Control	Acquire and monitor stock to meet business needs
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Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Commerce, Economics	or related field.
Desirable		
Higher Degree incl. Post Grad Cert or Dip	Project Management	

Work Knowledge and Experience

- Minimum of 5 years of procurement-related experience, preferably with project-based procurement experience.
- Strong knowledge of procurement processes, contract management, and vendor negotiations.
- Knowledge of supply chain and market trends.
- Excellent analytical and problem-solving abilities.
- Strong organisational skills and attention to detail.
- Proficiency in procurement software and Microsoft Office Suite.
- Strong negotiation and communication skills.
- Ability to work under pressure and manage multiple procurement tasks in a fast-paced environment.

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- Driver’s License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Projects Team	
	Fiji Airport Sections	
	Finance Team	
External		
	Suppliers	

Type	Interaction	Comments
	Contractors	
	Regulators	

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.
- Realistic Shows concern for facts and reality, rejecting the impractical.
- Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Initiative Takes action and makes decisions without the help or advice of other people.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted.

Contact for Enquiries

Contact Name: Leonarda Patterson

Contact Email: info@maxumise.com

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

Closing Date: 04 May 2025