

Position Description

Vacancy Title: **Supply Technician [Pohnpei]**

Location: **Pohnpei**

Objective

The Supply Technician is a critical role in Vital and is responsible for the management and coordination of petroleum supply and inventory and will serve as the single point of contact between all the terminal OICs, suppliers and shipping agents to ensure that documents for all received order are prepared and processed according to our business requirements and expectations. The role reports to Procurement Manager

Outcomes

Organisational Stakeholders

1. Customers' needs met through efficient and effective management and coordination of petroleum supply and inventory.

- Fuel and Lube supply maintained above 'Amber' alert targets for all locations at all time
- Nominations for each terminals based on demands and requirements of the terminal created
 - Confirmed nominations from each terminals to ensure sufficient ullage inquired
- Quantity order liaised and confirmed with Terminal OICs and Suppliers for ISO TankTainers, Sundries and Bulk
- Supply Wizard monitored and updated on a weekly basis for every shipments of lubricants, ISO Tnaktainers and Bulk (AKRI)
- POs raised and all product inventory stock fuel & lubricants are managed to be more than 25 days stock
- Stock days cover for each location/ for FSM monitored and pre and post discharge days maintained
 - Pre-tanker/shipment discharge; post inventory cover is 70days stock cover - no less than 25 days prior to Discharge/ETA
- TDO operations closed within 7days of discharge, with product quality, final quantity
- Oil and loss gain verified and confirmed
- All control documents are received, reviewed and tabulated (such BSR and SGS reports)
- Problems' and issue related to supplier, carrier and terminal (i.e. product availability, mis-loadings/mis-drops, product integrity) troubleshooted and resolved in a timely manner
 - Letter of protest lodged if necessary.
- Procurement performance and quality effectively evaluated using data that are available, logistical problems analyzed and improvement planned and identified
- Other relevant duties assigned are performed effective and efficiently

2. Timely, relevant and compliant reporting

- All internal and external (if any) reporting requirements in regards to Vital's procurement function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - Manager Procurement provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information request by superiors addressed in a timely manner

3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by Manager Procurement, effectively and efficiently addressed

4. Organisational Values promoted and demonstrated at all times

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.

Competence	Description
Organisational Values	Display the organisation's image and value standards.
People	
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	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Preferred		
Bachelor's Degree	Accounting, Administration, Public Procurement	

Work Knowledge and Experience

Two years working experience in a similar field
Excellent written and oral communication skills
Proven ability to establish and maintain professional and healthy working relationships with internal and external stakeholders
Experience in procurement process improvement contribution is an advantage
Good knowledge of procurement standards, policy formulation and processes etc.
Proven experience in procurement, supply chain management, or a similar role.
Strong negotiation and contract management skills.
Familiarity with procurement software and tools (e.g., e-procurement systems).
Certification in procurement (e.g., CSCP, CPM, or CPSM) is a plus.

Requirements

Language Proficiency
Excellent command of written and spoken English
Regulatory Compliance Requirements
Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Procurement Team	
	Finance Team	
External		
	Suppliers	
	Vendors	

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.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
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.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Interpersonal Styles	

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
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.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

—

Contact for Enquiries

Contact Name: Tracy-Anne Helgenberger
Contact Email: tracy-anne.helengenberger@fsmpec.com
Further Contact Information: --

Closing Date: 02 Jan 2026