

## Position Description

Vacancy Title: **Supply Technician**

Location: **Pohnpei**

Reports To: **Manager Procurement (v 1.00)**

### 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
<b>Business</b>	
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
<b>Customer</b>	
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.
<b>People</b>	
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
<b>Professional</b>	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Desirable</b>		
Bachelor's Degree	Accounting, Administration, Public Procurement	
<b>Preferred</b>		
Diploma	Business Management or Business Administration or related fields	

## 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
<b>Internal</b>		
	Procurement Team	
	Finance Team	
<b>External</b>		
	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

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## Contact for Enquiries

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Further Contact Information: --

**Closing Date: 21 Mar 2026**