



Position Description

Vacancy Title: **Procurement Officer - PROSPER**

Location:

Reports To: **None**

Objective

The Procurement Officer supports PROSPER by coordinating and delivering compliant procurement planning, market research, documentation, and reporting under the general supervision of MRMDDM and the PMU Project Manager. Effective coordination across Ministries and use of World Bank procurement systems and standard documents ensure transparent, timely, and accountable procurement delivery, reports to MRMDDM and the PMU Project Manager.

Outcomes

Organisational Stakeholders

1. Stakeholder Coordination and Cross-Ministry Procurement Alignment

- Coordination and facilitation of face-to-face stakeholder meetings completed and meeting minutes and draft meeting reports documented.
- Coordination across Ministries completed and information sourced to inform development of the Project Procurement Strategy for Development (PPSD) in line with World Bank Procurement Regulations for IPF Borrowers.
- Coordination across Ministries completed and information sourced to support the Procurement Specialist in development of the procurement plan (PP).

2. Market Research and Procurement Planning Quality

- Market analysis ensured and understanding of identified market sectors with potential bidders for required goods, services and/or works developed.
- Procurement plans prepared and correctly documented using the World Bank STEP system and credible procurement activity schedules established.

3. Procurement Documentation and Clearances

- Procurement inputs provided to the Project Operations Manual in collaboration with the Operations Specialist.
- World Bank Standard Procurement Documents applied and necessary procurement documentation and templates prepared for goods, non-consulting services, and consulting services as part of advanced procurement.
- Procurement Notices, Procurement Documents, Evaluation Reports, and clearance requests prepared for relevant authorities including government procurement offices, Contracts' Committees, and the World Bank.

4. Compliance, Risk Advisory, and Accountability

- Compliance with Fiji Government and World Bank procurement regulations and procedures ensured to support transparency and accountability.
- Procurement issues, risks, and solutions identified and advice provided to the Project Manager and MRMDDM.

5. Monitoring, Reporting, and Delivery Management

- Monthly progress reports prepared outlining key actions accomplished during the reporting period.
- Procurement packages monitored and progress reports produced for submission to the PMU Project Manager and MRMDDM.
- Timesheets maintained showing inputs and deliverables resulting from each input.

Responsibilities - Key Competencies

Competence	Description
Business	
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	
Quality Focus	Deliver quality.
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		
Degree	Business Management or Business Administration or related fields, Project Management, Procurement	
Preferred		
Higher Degree incl. Post Grad Cert or Dip	Business Management or Business Administration or related fields, Project Management	

Work Knowledge and Experience

- Minimum of 5 years' work experience in procurement or logistics.
- Experience in an office setting performing procurement processing tasks.
- Experience applying Fiji Government public procurement systems (advantage).
- Experience applying World Bank procurement policies, processes, and practices (advantage).
- Experience using the World Bank Systematic Tracking of Exchanges in Procurement (STEP) (highly desirable).
- Demonstrated analytical and evaluative experience producing well-researched analyses of procurement issues and problems.
- Strong computer skills with advanced Excel capability.

Requirements

Language Proficiency

- Fluent written and spoken English
- Ability to converse in local vernacular (e.g., iTaukei or Hindi).

Professional Associations

- Membership of a relevant professional organisation (advantage).

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	MRMDDM	
	PMU Project Manager.	
	Relevant Ministries and government departments.	
	Government procurement office.	
	Contracts' Committees.	
External		
	World Bank	

Attributes

Behavioural Styles

- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

- Forthright: Speaks out frankly without hesitation, showing a direct manner.
- Objective: Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

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.

How To Apply

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Contact for Enquiries

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Closing Date: 13 Sep 2026