



Solomon Islands National University

Job Description

Title	Asset Procurement Officer
Incumbent Name	Vacant
School/Division	Finance Division
Grade/Band	Band 1.1
Category	Procurement
Reporting position	Director Finance

Summary of Duties

Ensure to liaise and negotiate with the potential and existing suppliers, contractors and consultants on the supply of goods, works and services, maintaining procurement relationship on the special discounted prices, back up support and warranty, credit facilities and monthly payment of account, liaise with schools and divisions on the procurement requests and facilitate the procurement requests with the suppliers, contractors and consultants, and administer the fixed asset management registration, tagging and depreciation schedules, and oversee the compliance of financial and procurement systems, policies and procedures

Main Duties and Responsibilities

Key tasks	<p>Procurement and Asset Management</p> <ul style="list-style-type: none"> • Ensure procurement requests from schools and divisions are properly authorized, checked, documented and complied with Financial Regulations and Financial Authorization Procedures • Ensure the procurement requests are within the budget approved allocation and tendering of goods, works and services • Maintaining the credit facilities with the preferred suppliers • Monitor quarterly and weekly procurement requests from schools/divisions and raising of purchase orders • Purchase requisitions and payment vouchers are thoroughly checked for authorization, supporting documentation, budget allocation and balance and compliance checklist • Preparing the procurement plan, tendering and bidding, awarding of contract and contract of agreement • Maintaining asset registration and depreciation schedules • Preparing monthly reconciliation of fixed asset register and reporting • Preparing monthly reconciliation of utilities bills, goods, services and works and reporting
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<p>Dimensions</p>	<p>Problem solving and impact</p> <ul style="list-style-type: none"> To resolve problems that affect the procurement and fixed asset management authorization, budget allocation, compliance, documentation and registration of fixed asset To contribute to decisions, that has an impact on the procurement and fixed asset management policies, procedures and processes To provide advice on the monthly reconciliation and reporting on suppliers, contractors and consultants To provide reports on monthly fixed assets registration and asset management <p>Resource management</p> <ul style="list-style-type: none"> To contribute to the overall duties of the department in procurement and asset management policies, procedures and processes To advice the Director of Finance on the outstanding of suppliers, contractors and consultants credit facilities To contribute to the management of procurement and fixed asset registration <p>Working Environment</p> <ul style="list-style-type: none"> To balance the competing pressures knowledge transfer, administrative demands and deadlines To skillfully work cross divisions and functions in the resolution of procurement and asset management issues
<p>Measures of Effectiveness</p>	<ul style="list-style-type: none"> Provide monthly reconciliation and reporting on suppliers, contractors and consultants Provide monthly reconciliation and reporting on fixed assets registration and asset management Provide monthly reconciliation and reporting on suppliers with credit facilities
<p>General Responsibilities</p>	<ul style="list-style-type: none"> To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible To be responsible for own health and safety and that of colleagues To undertake other such other duties as may be reasonably expected To ensure a healthy and comfortable working environment
<p>Decision Making Authority</p>	<ul style="list-style-type: none"> Provision of advice to Director of Finance on the procurement and asset management on the monthly reconciliation and reporting of suppliers, contractors and consultants, and fixed asset registration and depreciation schedules Advice on the budget allocation and balance of schools and divisions procurement requests
<p>Qualifications required</p>	<p><i>Must have a relevant Bachelor in Finance, Business Studies and Commerce OR Minimum Diploma in Finance, Business Studies and Commerce with four years post advanced diploma relevant work experiences.</i></p>

<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of two(2) years working experience in fixed asset management • Experience to work under pressure and to meet deadlines • Familiar with computerized accounting software – Attache’ and MYOB • Have good command of both oral and written communications skills • Have good interpersonal skills • Have good office organizational management and administrative skills • Be computer literate in Microsoft word and excel <p>Desirable:</p> <ul style="list-style-type: none"> • Willingness to work after hours, if requires • Experience of collaboration with University and industry colleagues • Hold similar positions and have experience in supervision of staff
<p>Most frequent Contacts</p>	

Document History

<p>Approval Date/ Date of Classification</p>	
<p>Review Date</p>	
<p>Revision History</p>	

Signatures

<p>Employee</p>	
<p>Manager</p>	
<p>HRM</p>	



Terms and Conditions for Band 1 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$46,000 – SBD\$70,000 per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return seafares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment
<i>Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.</i>	