

Vacancy

Title	Chief Procurement Officer
Division	Office of the Vice Chancellor
Category	Professional/Technical
Stream	Support Services
Reports to	Vice Chancellor
Location/Campus	Honiara
Summary	The successful applicant will head the newly created Procurement Office of the University, and be responsible for implementing the commensurate responsibilities under the Procurement Policy of the University. In this regard, the CPO shall provide leadership, vision, direction and structure to the procurement and materials and business services chain management functions of the University, and drive effective, efficient and value-added procurement planning, sourcing and contract management aligned with the University's strategic priorities and business needs.
Detailed Roles & Responsibilities	
Management & Operational	<p>Implement the University's Procurement Policy, and in this regard:</p> <ul style="list-style-type: none"> • Ensure the best procurement decisions are taken for the university in terms of value for money, transparency and accountabilities; • Ensure that effective governance processes are in place for the University's suppliers and contractors, tendering, procurement and contracting policies, processes, outcomes, and internal stock management and control; • Ensure that the Procurement section maintain high and transparent ethical standards; • Encourage innovative approaches and enhance value through improved procurement efficiencies and cost reduction outcomes • Develop and implement the University's procurement strategy for all procurement related activities to deliver best practice procurement and contract management solutions for the University; • Provide expert, authoritative advice to key stakeholders on all aspects of procurement strategy and practice to inform the University's business planning and action; • Establish and lead an organisation wide procurement governance and risk management framework to monitor, manage and drive procurement and stock management performance and policy compliances; • Carry out day to day procurement activities of the University; and • Manage and lead a small team of procurement staff and take responsibility for productivity and efficiency of all staff in the section.
Administration & General Responsibilities	All responsibilities which go with management of the procurement office. The CPO is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.
Minimum Qualification	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> • At least a good quality (indicated by good GPA) Bachelor's degree, preferably in any area of business/economics, or sciences.
Knowledge, Skills, Experiences	<p>The following knowledge, skills and experiences are necessary for this position:</p> <ul style="list-style-type: none"> • At least 5 years of direct experience dealing with supply chain management and in dealing with procurements from global, regional and national sources.

	<ul style="list-style-type: none"> • A high level industry awareness of suppliers of and sources for the range of materials and equipment needed by Universities, including suppliers and sources in PNG, Fiji, New Zealand, Australia, and Asia; • Demonstrated supplier contract drafting, execution, monitoring and compliance check experience; • Excellent inter-personal and commercial skills; • Proficiency in Microsoft Applications (Visio, Word, Excel & Power Point); and • Proven ability to work under pressure with minimum supervision, delivering results on target.
Salary and Benefits	<p>In the range SBD100,000 to 150,000. The University also provides a number of benefits, like a Cost of Living Adjustment (COLA) estimated to be at 4% of annual salary, a gratuity of 15% of annual Salary paid 6-monthly, partly furnished housing or a rental subsidy, and 7.5% of salary as the employer contribution to the national superannuation scheme. The University also provides a return air passage to the appointee's permanent home every 3 years to the staff, spouse and all dependent children below the age of 21 if residing full-time with the appointee. Successful applicants may also negotiate a financial target linked performance bonus scheme.</p>
Term	<p>The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.</p>