

Vacancy

Title	Procurement Officer
Division	Office of the Vice Chancellor
Category	Professional/Technical
Stream	Support Services
Reports to	Vice Chancellor through the Chief Procurement Officer
Location/Campus	Honiara
Summary	The successful applicant will work in the newly created Procurement Office of the University, and be responsible for all responsibilities allocated by the Chief Procurement Officer in implementing the Procurement Policy of the University. In this regard, the PO shall implement all procurement, supply chain and stock management activities aimed at getting value for money spent.
Detailed Roles & Responsibilities	
Operational	<p>Under the direction of the Chief Procurement Officer, implement the University's Procurement Policy, and stock logistics. In this respect, the PO shall:</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 the governance processes for University's suppliers and contractors, tendering, procurement and contracting policies, processes, outcomes, and internal stock management and control, are working effectively; • Ensure that the Procurement section maintains high and transparent ethical standards; • Provide expert, authoritative advice to key internal stakeholders on all aspects of procurement strategy and practice to inform the University's business planning and action; • Carry out day to day procurement activities of the University.
Administration & General Responsibilities	All responsibilities which go with procurement office. The PO is also expected to participate in University-wide activities commensurate with the roles and responsibility of a professional.
Minimum Qualification	To be considered for this position, applicants must have: <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.
Knowledge, Skills, Experiences	<p>The following knowledge, skills and experiences are necessary for this position:</p> <ul style="list-style-type: none"> • At least 3 years of direct experience in supply chain management and in dealing with global, regional and national procurements. • 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; • Supplier contract drafting, execution, monitoring and compliance check experiences; • 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	In the range SBD62,000 to 93,000. 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.
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.