



Solomon Islands National University

Job Description

Position: **Procurement Support Officer**

Minimum Qualification Requirements

To be considered for this position, applicants must have:

- a. At least a good quality (indicated by good GPA) Bachelor's degree, preferably in any area of business/economics, or sciences or otherwise:
- b. a very good Diploma in Management; Administration,
- c. preferable;
 - Be customer focused to work with internal and external stakeholders to meet procurement needs
 - Be organized for timely deliveries
 - Be solution orientated
 - Conflict management, and
 - Excellent written and verbal communication skills.

Remuneration

A Salary in Band 1 of the SINU Salary Structure (SBD46,000-SBD70,500 gross) is payable. After the employee's employment is confirmed after a probation period (of upto 1 year), the University may provide a partly furnished accommodation to the employee commensurate with Band 1 housing standards.

Organizational Relationships

Position Type: **3 Year Employment Contract**

Reporting to: Chief Procurement Officer

Staff Responsible to you: NIL

Work Hours: Normally Mondays to Fridays between the hours 8.00am–5.00 pm plus any other hours deemed necessary. Salaried full-time staff shall be required to work days, evenings, weekends and public holidays, without additional remuneration, and must return to duty from leave whenever absolute need arises.

Functional Relationships:

Management, Staff members, All Teaching Staff/Academic Staff and Non-teaching Staff/Professional Staff, Directors, Managers, Vice Chancellor

SINU Stakeholders, Commercial and Non-Commercial entities, Government Ministries, Students, School/Department Principals, Statutory bodies, and External Institutions/Universities

DUTY STATEMENT

Specific Duties & Responsibilities

1.1 This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

1.1.1 Customer Service

1.1.1.1. Provide customer service to staff, students, and vendors including answer telephone, greet and direct visitors, resolve conflict, disseminate information, etc.

1.1.1.2. Explain documents and requirements and answer procedural inquiries.

1.1.2 Procurement Support

1.1.2.1 Operate a variety of office equipment.

1.1.2.2 Manage Procurement Register.

1.1.2.3 Coordinate movement of Purchasing Documents with staff, VCO, and Finance Department.

1.1.3.2 Process and maintain all purchase orders.

1.1.3 Administration

1.1.3.1 Prepare and process various department documents including travel arrangements, scan procurement documents, invoices, prior approvals, correspondence, memos, timesheets, budgets, reports, etc..

1.1.3.3 Manage department petty cash.

1.1.3.6 Provide administration of Tender Documents to public.

1.1.3.7 Attend and/or schedule meetings and trainings as required.

1.1.3.8 Order Office supplies, materials, and repairs as necessary.

1.1.4 Management

1.1.4.1 Maintain consistent presence at assigned worksite and regular work hours

1.1.4.2 Professionally interact with students, staff, and public.

1.1.4.3 Comply with all district policies and procedures

1.1.4.4 Perform related duties as assigned

General Duties & Responsibilities

1.2 The specific duties and responsibilities of the Procurement Secretary are:

1.2.1 **Administration** of all activities relating to the specific duties listed above,

1.2.2 **General Duties** to undertake all other duties as directed by Chief Procurement Officer

2.0 KEY RESULT AREAS AND KPIs

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievements : Comments on Progress to date	
Customer Service	<ul style="list-style-type: none">100% customer/stakeholders satisfaction		<ul style="list-style-type: none">Attentive to stakeholders' queries.
Procurement Support	<ul style="list-style-type: none">Maintain up-to-date records of all procurement dataManage proper filing		<ul style="list-style-type: none">Accurate recordsProper filing
Administration	<ul style="list-style-type: none">Manage Office administrative matters and facilities		<ul style="list-style-type: none">Good administrator and office support.
Management	<ul style="list-style-type: none">AttentiveProfessionally interact with stakeholders, staff, and public.		<ul style="list-style-type: none">Positive feedback from stakeholdersHigh level of interaction.

3.0 OTHER DUTIES

It is acknowledged and agreed that evolving needs or emphasis of the University may require a role/job/position to change from time to time but such alteration shall not be deemed to be a variation of the employment contract/Terms and Conditions of Employment or a breach of the same provided that the substantial nature of the employment remains consistent with the parties' intentions at the time of the offer of the job and acceptance of the offer