



Career Opportunity

Title	HR 03/2024 — Procurement Officer
Department	Finance Department
Reports to	Chief Procurement Officer
Location/Campus	Honiara, Kukum Campus

The procurement officer will assume responsibility for all duties delegated by the Chief Procurement Officer in executing the University's Procurement Policy. In this capacity, the PO will oversee and implement all procurement, supply chain, and stock management activities with the objective of obtaining optimal value for the allocated funds. The incumbent will also ensure strict adherence to financial and procurement systems, policies, and procedures.

Minimum Qualification and Experience Requirements:

To be considered for this position, applicants must have:

- A Bachelor's Degree preferably in any area of business/economics OR a Diploma in Procurement and Supply Management or Business Administration.

Knowledge, Skills, and Experience:

Essential:

- At least three (3) years experience in procurement and supply management or similar role and dealing with global, regional and national procurements.
- High level of 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;
- Proficiency in Microsoft Applications and familiarity with computer accounting software – Attaché or similar
- Excellent interpersonal and commercial skills.
- Proven ability to work under pressure with minimum supervision, delivering results on target. **Please refer to the job description for more information.**

Terms and Conditions

This is a full-time position with a contract term of five years, renewable based on performance and mutual agreement.

Detailed job descriptions, entry requirements, terms and conditions of employment, and application processes, can be obtained from the SINU website: <https://www.sinu.edu.sb/hrd/job/> OR Human Resource Department email:

sinu.recruitment@sinu.edu.sb

Closing Date: 16 February 2024 at 4.30pm. Late or incomplete applications will not be considered. Only shortlisted applicants will be contacted.

Applications can be emailed to sinu.recruitment@sinu.edu.sb or Daniel.Uiga@sinu.edu.sb or hand delivered to the HR Department at Kukum Campus addressed to:

**Director of Human Resources
Human Resources Department
Solomon Islands National University
P.O Box R113
Honiara**