

## JOB DESCRIPTION

<b>Title</b>	Procurement Officer
<b>Institute/Department</b>	Finance Department
<b>Stream</b>	Support Services
<b>Reports to</b>	Chief Procurement Officer
<b>Location/Campus</b>	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.

### **Roles and responsibilities**

#### **Operational**

Under the direction of the Chief Procurement Officer, implement the University's Procurement Policy, and stock logistics. With respect, the PO shall

- Ensure the best procurement decisions are taken for the University in terms of value for money, transparency and accountabilities;
- Ensure the governance process for the University's suppliers and contractors, tendering, procurement and contracting policies, processes, outcomes, and internal stock management and control are working effectively;
- Ensure procurement requests are properly authorized, checked, documented and complied with Financial Regulations and Financial Authorization Procedures;
- Ensure that the procurement section maintains high and transparent ethical standards;
- Provide expert, authoritative advice to key 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 the procurement office. The PO is expected to participate in University-wide activities commensurate with the roles and responsibilities of a professional.

### **Minimum Qualification Requirement:**

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:**

- 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.

### **Terms and Conditions**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.