

POSITION DESCRIPTION

REF 1311 TEAM LEADER PROCUREMENT - NATIONAL OFFICE

Salary Scale	\$34,986.00 - \$43,732.50 per annum	Position Type	Established
Structure:	Department:	Legal & Procurement	
	Sub – Section	Procurement	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

This role is responsible for the supervision of WAF's procurement operations, facilitating procurement planning and operation requirements for all strategic business units, including establishing effective and rigorous procurement policies and strategies for WAF. This role reports to Manager Procurement.

Key Accountabilities

1. Effective and efficient procurement function

- All procurement and purchasing processes fully compliant with the WAF Procurement Policy, procedures/processes and all relevant regulations
- Timely and effective delivery of the following ensured:
 - Identification of procurement needs and potential suppliers
 - Ensure all tenders received are reviewed and uploaded on Tenderlink within specified timeline.
 - Tender bids are downloaded and submitted for evaluation within 48hrs of tender closing.
 - Soliciting and reviewing bids as well as subsequent selection of suppliers
 - Timely tender board meetings and submission of Tender Board Decision papers to Board Secretary.
 - Letter of Acceptance, Unsuccessful letters sent to respective bidders within the specified timeline.

- Negotiating and awarding of contracts to successful bidders.
- Bid documents for approved tenders submitted to WAF legal team for contract drafting.
- Accepting delivery of products, inspecting the same and resolution of defects/reconciliation issues
- Payment of suppliers and follow up on pending PO's.
- Maintenance of successful vendor relationships
- Effective and rigorous procurement strategies, policies, Standard Operating Procedures (SOPs) established and strengthened in line with best practices
- Robust procurement analysis, including analysis of market trends and cost data for planning, budgeting provided
 - Well-informed procurement decisions supported by robust analysis
- Selection of the best quality product and suppliers supported by thorough market research
- Overall annual procurement planning activities effectively led in consultation with Manager Procurement
 - Planning is well supported by relevant data/information of internal demand and external suppliers
 - Robust annual procurement plan established in a timely manner, implemented successfully and revised as and when required
- Potential cost savings identified and efficiently capitalised
- Effective and efficient oversight of the procurement budget formulation process ensured
- Tender process and Contract management activities for the procurement function effectively managed
 - Strong supplier relationship established and effectively managed
 - Timely PO liability closure effectively managed and delivered
 - Procurement department adherence to internal control procedures maintained at all times
 - Timely resolution of relevant complaints ensured
- Culture of process improvement encouraged and effectively led in consultation with Manager Procurement
- Use of procurement software/system optimised
- Relevant procurement performance measures established and achieved

2. Well informed management

- Timely, relevant and compliant reporting delivered
 - All internal and external reporting requirements in regards to the outcomes of this role fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested.
 - Manager Procurement provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information/reporting requests by superiors addressed in a timely manner
- Sound advice relating to the Procurement function provided to the Senior Management, Tender Board and the procuring departments

3. Human capital management

- Effective overseeing, coaching, mentoring of procurement staff delivered
- Training needs for procurement staff effectively monitored in partnership with the Supervisor and appropriately addressed in consultation with the HR Department
- Relevant performance measures established for staff, timely performance appraisals carried out and action items resolved (supporting strengths and weaknesses) in consultation with the HR Department and other relevant parties
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

4. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Manager Procurement effectively and efficiently addressed

5. Organisational Values promoted and always demonstrated

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Degree in any Business Discipline or Management or Engineering
OR
- Diploma in Procurement and/or Supply Chain Management and/or Civil Engineering or Architecture

EXPERIENCE, SKILLS, & ABILITIES

- 5 years of experience in procurement including management of Tenders with a degree
OR
- 7 or more years of experience in procurement & and supply Chain Management including management of Tenders with a diploma.
- Must have a Full Valid Driving Licence
- Desired - CIPS (Valid) or Valid Professional Membership with a Chartered Institute of Procurement
- Demonstrated knowledge of the concepts, principles, and practices that govern procurement and best practice
- In-depth knowledge and understanding of procurement processes and policies
- Strong analytical and problem-solving skills
- Strong planning, negotiation, and budgeting experience

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “Confidential REF: 1311 Team Leader Procurement– National Office and should be received no later than **5pm on the 8 December 2023** and could be:

Mailed to:

The Manager Human Resources

Water Authority of Fiji

Hand delivered to:

Human Resources Unit

Level 3, Manohan Building

Emailed to:

hr.recruit@waf.com.fj