

## POSITION DESCRIPTION

### REF 1333 FINANCE OFFICER (PROCUREMENT) NATIONAL OFFICE

Salary Scale	\$14,868.00 - \$18,585.00 per annum	Position Type	Established
Structure:	Department:	Legal & Procurement SBU	
	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 also setting up water supply systems in rural areas.

### Position Objective

The Finance Officer is responsible for providing financial and administrative services to the Purchasing Unit. The incumbent shall ensure that the purchasing process is conducted in a timely, cost-effective manner and in accordance with the guiding principles of public procurement stipulated in the Procurement Policy. This role reports to Team Leader Procurement.

### Key Accountabilities

#### 1. Effective and efficient procurement services provided

- Assist in the selection of appropriate suppliers and contractors, to promote good procurement practice with due regard to sustainability, ethical purchasing standards and costing
- Work with internal stakeholders (teachers or operations staff) to determine procurement needs, quality and delivery requirements
- Quality and timely procurement advice provided to SBU's as and when required
- Purchasing documents, files and records appropriately maintained
  - Complete availability of documentation as and when required for review and audit purpose.

- Full compliance of the procurement function with established policies and guidelines maintained at all times.
- Departmental activities fully supported with timely and relevant clerical functions (both general and program specific)
- Complaints received from the end-users or departments concerning suppliers effectively resolved in consultation with Team Leader Procurement or Manager Procurement.
- Ensure timely follow-up on delivery of procured goods at the respective stores within the specified timelines as per the purchase order.
- Effective liaison with the vendors for clarification and deliveries of goods and services.
  - Negotiations with suppliers for obtaining timely procurement of materials at favorable commercial items effectively executed.
  - Highlight any vendor performance issues to Manager Procurement for assessment and further action.
  - Maintaining an accurate and current supplier database.
- Timely, relevant, and accurate reports on assigned tasks submitted to Manager Procurement including purchasing reports for compilation of Monthly Executive reports.
- Contribute to the review/refinement of the WAF Procurement Policy and Processes.
- Contribute and assist with WAF tenders as and when required.
  - Review and upload tenders on Tenderlink
  - Download bids and perform Preliminary and Administrative Evaluation
  - Sit in tender evaluation committee to provide guidance
  - Assist with site visits as and when assigned for tenders.

## 2. Timely, relevant and compliant reporting

- All internal (if any) reporting requirements regarding WAF's procurement function are fully understood and correctly submitted.
  - Robust and relevant periodic purchasing reports prepared and submitted as and when requested.
  - Manager Procurement provided useful information combined with analysis and interpretation of assigned purchase request evaluations for decision-making.
  - Ad-hoc information requests by superiors addressed on time.

### 3. Teamwork and cooperation

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

### 4. Organisational Values promoted and demonstrated at all times

- Support toward the alignment of 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 Operations or Logistics with 2 years experience.  
OR
- Diploma in Procurement and/or Supply Chain Management OR Trade Diploma in Customs with 3 years experience.

#### **EXPERIENCE, SKILLS, & ABILITIES**

- 2 years' of experience in procurement or customs clearances for degree  
OR
- 3 years' of experience in procurement or customs clearances or equivalent for diploma.
- Proficient with MS Office and Accounting software.
- Proven ability to achieve results within time constraints
- Excellent verbal and written communication skills.
- Highly motivated and organised, with strong work ethics and an inclination to work smart as part of a competent team
- Good understanding of accounting/financial concepts and procedures.

## **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: 1333 Finance Officer (Procurement) National Office**” and should be received no later than **5pm on 26 January 2024** 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:**

or [hr.recruit@waf.com.fj](mailto:hr.recruit@waf.com.fj)