

## POSITION DESCRIPTION

### RE-ADVERTISED

#### REF 1391: SENIOR PURCHASING OFFICER (MECHANICAL & ELECTRICAL) – NATIONAL OFFICE

<b>Salary Scale</b>	\$28,896.00 - \$36,120.00 per annum	<b>Position Type</b>	Established
<b>Structure:</b>	<b>Department:</b>	Legal & Procurement SBU	
	<b>Sub – Section</b>	Procurement	
<b>Location:</b>	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 Senior Purchasing Officer is responsible for ensuring that WAF's procurement operations, and in particular that WAF's Tender process and function is transparent, robust and fully compliant with established policies and procedures. The incumbent is also responsible for strengthening the policies, procedures, and guidelines for the Tender process with reference to best practice(s). This position reports to Manager Procurement.

#### Key Accountabilities

##### 1. Effective and efficient procurement and tender function delivered

- All procurement and purchasing processes are fully compliant with the WAF Procurement Policy, procedures/processes and all relevant regulations.
- Tender process and Contract management activities for the procurement function effectively managed.
  - Identification of procurement needs and potential suppliers.
  - Application of proper tendering and bidding procedures at all times and quality submissions to the Tender Board for well-informed decision making

- Soliciting and evaluating tenders to ensure overall competitiveness, quality, and conformity with specified requirements.
- Monitoring of suppliers' performance with respect to the quality and timely delivery of goods and services
- Timely PO liability closure effectively assisted.
- Strong supplier relationship established and effectively managed.
- Procurement department and Tender Secretariat adherence to internal control procedures maintained at all times.
- Timely resolution of relevant complaints ensured.
- Effective and rigorous procurement policies, Standard Operating Procedures (SOPs) implemented and strengthened in line with best practices.
- Well-informed tender and procurement decisions achieved and supported by robust analysis.
- Selection of the best quality product and suppliers supported by thorough market research ensured.
- 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 implementation and monitoring of the annual procurement budget ensured.
- Culture of process improvement encouraged and effectively led in consultation with Manager Procurement
- Use of procurement software/system optimised
- Relevant procurement/tender performance measures established for direct reports and achieved

## 2. Well informed management

- Timely, relevant and compliant reporting delivered.
  - All internal and external reporting requirements in regard to the outcomes of this role fully understood and correctly executed
  - Robust and relevant periodic reports prepared and submitted as and when requested.

- Team Leader Procurement and Tender Board 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 assisted

- Effective oversight, coaching, mentoring of the tender secretariat and relevant procurement staff delivered.
- Training needs for direct reports effectively monitored 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.
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels.
- 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 Team Leader and Major Tender Board effectively and efficiently addressed

### 5. 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 & EXPERIENCE 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
- 4 years of experience in Procurement or Supply Chain Management or Purchasing with degree or 5 or More years of Experience in Procurement & Supply Chain Management or purchasing with diploma.

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

- Must - Full Valid Driving Licence
- Demonstrated knowledge of the concepts, principles and practices which govern procurement and tender best practice.
- In-depth knowledge and understanding of procurement, and in particular tender processes and policies.
- Strong analytical and problem-solving skills

#### **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: 1391 Senior Purchasing Officer (Mechanical & Electrical) - National Office**” and should be received no later than **5pm 26 April 2024** and could be:

**Mailed to:**

The Manager Human Resources  
Water Authority of Fiji  
P O Box 1272, Suva

**Hand delivered to:**

Human Resources Unit  
Level 3, Manohan Building  
Corner Wainivula & Kings Road

**Emailed to:**

hr.recruit@waf.com.fj