

Government of Tuvalu – Job Description



Position Title:	Operational Procurement Officer	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Finance & Economic Development	Procurement
Location:	Funafuti	
Reports to:	Director of Central Procurement Unit	

JOB PURPOSE:

To carry out operational procurement within the government.

KEY RESPONSIBILITIES:

1. Manage and review procurement proposals at the early stages
2. Manage and consolidate procurement plan submissions from line ministries
3. Operate and carry out major procurement
4. Support minor procurements operation in the line ministries
5. Provide assistance in the report function of all minor procurements from line ministries/departments
6. Contract Register management

MAIN DUTIES AND OUTCOMES

- 1.1 Review procurement proposals for all minor and major procurements in accordance with the Procurement legislation.
- 2.1 Support and assist line ministries/department with the annual procurement planning process.
- 2.2 Collectively consolidate procurement plan submissions from line ministries/departments.
- 2.2 Assist the CPU Director in identifying opportunities for the procuring of common user items either under individual contract or framework contract arrangements on behalf of selected or all procuring entities.

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3.1 Prepare bidding documents, carry out tender process and bid evaluation for all major procurements.

3.2 Prepare bid evaluation reports and submit to Director of CPU for Procurement Review Committee's considerations and approval.

4.1 Assist and support line ministries/departments in carrying out minor procurement processes, starting from the filling of standard bidding document to contract awarding.

5.1 Assist line ministries/departments procurement officers' to provide quarterly reports on minor procurement proceedings.

6.1 Daily update of the Contract Register

MANDATORY REQUIREMENTS:

Diploma/degree or similar in Business Administration, Law, Engineering, Finance and Economics AND

At least two – three years working experience in the field of procurement.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Demonstrable ability to learn new skills and meet targets set by superiors

Excellent excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.