

# Government of Tuvalu – Job Description



<b>Position Title:</b>	Procurement Officer	
<b>Level and Salary:</b>	T1 – T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	Public Works, Infrastructure Development & Water	Public Works Department
<b>Location:</b>	Government Office Building – PWD Complex	
<b>Reports to:</b>	Director of Public Word Department	

## **JOB PURPOSE:**

To carry out operational procurement within the Public Works Department.

## **KEY RESPONSIBILITIES:**

1. Manage and review procurement proposals at the early stages
2. Manage and consolidate procurement plan submissions from PWD Sections and SI Projects
3. Carry out major procurement
4. Support minor procurement operations within PWD Sections
5. Provide assistance in the report function of all minor procurement from each section
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 department with the annual procurement planning process.
- 2.2 Collectively consolidate procurement plan submissions from each PWD Sections.
- 2.2 Assist the Director in identifying opportunities for the procurement of common user items either under individual contract or framework contract arrangements on behalf of selected or all procuring entities.
- 3.1 Prepare bidding documents, carry out tender process and bid evaluation for all major procurements.

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- 3.2 Prepare bid evaluation reports and submit them to the Director of CPU for Procurement Review Committee's considerations and approval.
- 4.1 Assist and support PWD sections in carrying out minor procurement processes, starting from the filling of standard bidding documents to contract awarding.
- 5.1 Procurement officer to provide quarterly reports on minor procurement proceedings.
- 6.1 Daily update of the Contract Register.

### MANDATORY REQUIREMENTS:

#### Qualification/Experience

Degree in Business Administration, Law, Engineering, or Finance and Economics with some knowledge and experience in the field of procurement AND 3 years of practical experience in procurement.

#### **AND:**

#### Skills/Abilities

Good written and oral communication skills (Tuvaluan and English)  
High-level attention to detail  
Demonstrable ability to learn new skills and meet targets set by superiors  
Proficient in Microsoft Office  
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.