

Tuvalu Government – Job Description



Position Title:	Policy Procurement Officer	
Level and Salary (P/L):	T1-T3	\$15,448-\$29,287
Ministry and Department:	Ministry of Finance & Economic Development	Headquarters
Location:	Government of Tuvalu Officer Building, Treasury Department, Northern Wing	
Reports to:	Director of CPU	

JOB PURPOSE: (a short 1-2-line summary of the job)

To formulate strategic procurement policies for the Central Procurement Unit.

KEY RESPONSIBILITIES:

- i. Formulate and propose policy revisions or amendments to existing legislation and regulations and legislative and regulatory actions.
- ii. Advise on the issuance of standard forms of contracts and standard bidding documents for mandatory use by all procuring entities.
- iii. Provide technical assistance in public procurement through the preparation and dissemination of manuals and technical guidance notes.
- iv. Advise on the issuance of prescribing the content, format and frequency or dates for submission of procurement reports to be submitted by procuring entities.
- v. Develop procedures to be issued for the suspension and debarment of contractors, suppliers, consultants and non-consulting service providers who have breached their obligation under a Government contract.
- vi. Develop a procedure for selection of Review Panels and for the hearing and determination of complaints and appeals by Review Panels

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MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- i. To identify and develop key policy areas in the legislation that need revisions and amendments to fit the purpose and nature of the procurement.
- ii. To develop appropriate reforms for the Unit in association with the Director's instruction.
- iii. Formulate standard forms of contracts which includes revisions of standard bidding documents to fit the purpose of the contract for mandatory use by all line ministries/departments
- iv. Finalize the draft Procurement manual and other technical guidance notes for both internal and external use
- v. Organize consultations/workshops to elaborate on procurement manual and other technical guidance notes with stakeholders and procuring entities.
- vi. Formulate format of reports for minor and major procurement and develop prescribing content and dates for submission of reports.
- vii. Develop a policy for penalizing non-compliance procuring entities and service/goods providers who have breached obligation under the Government contract in addition to the Suspension and Debarment procedures that has been formulated.
- viii. Select and identify key criteria for the selection of matured and experience retired personnel to form a Review Panel.
- ix. To formulate a Terms of Reference for the Review Panel
- x. To provide brief reports of the complaint and organize meetings (time, date & venue) for the Review Panel

MANDATORY REQUIREMENTS:

- Bachelor's degree in Law, Public Administration, Business Administration, Economics, Finance, Procurement, Engineering, or a related Field.
- 2-3 years' relevant experience in public procurement, policy development, legal/regulatory drafting, contract management, or a related field is an advantage.

DESIRABLE REQUIREMENTS

- Background or qualification in Law, Public Policy, Governance, or Legislative Drafting would be an advantage.
- Experience working within public sector procurement systems or regulatory environments.
- Familiarity with procurement legislation and governance frameworks
- Good written and oral communication skills (Tuvaluan and English)
- High-level attention to detail and accuracy
- Demonstrate 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