

Government of Tuvalu – Job Description



Position Title:	Education Officer – Procurement	
Band and Salary:	T1-T3	\$15,448 to \$29,287
Ministry and Department:	Education, Youth & Sports	Education
Location:	Funafuti	
Reports to:	Director of Education	

JOB PURPOSE:

To manage and oversee the procurement process for the education department and educational institutions, ensuring the timely acquisition of goods and services necessary for the effective operation of the institution. The role involves sourcing, negotiating, and contracting with suppliers, as well as ensuring compliance with procurement policies and regulations.

KEY RESPONSIBILITIES:

1. Procurement strategy and planning.
2. Supplier sourcing and selection.
3. Negotiation and contracting.
4. Procurement process management.
5. Compliance and regulations.
6. Supplier relationship management.

MAIN DUTIES AND OUTCOMES:

- 1.1 Develop and implement procurement strategies aligned with the institution's educational objectives and budget constraints.
- 1.2 Collaborate with relevant sections to assess procurement needs, forecast demands, and plan procurement activities accordingly.
- 2.1 Identify potential suppliers and vendors through market research, evaluating their capabilities, pricing, and quality of goods and services.
- 2.2 Collaborate with cross-functional teams to assess supplier suitability and align procurement decisions with institutional goals.
- 3.1 Conduct negotiations with suppliers to secure favorable terms, pricing, and contractual agreements.
- 3.2 Draft, review, and manage procurement contracts, ensuring legal and regulatory compliance, as well as protecting the institution's interests.

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- 4.1 Execute the end-to-end procurement process, including purchase requisitions, order placement, order tracking, and delivery coordination.
- 4.2 Monitor inventory levels and manage reordering to maintain adequate stock of essential educational materials and supplies.
- 5.1 Ensure compliance with relevant procurement regulations, policies, and procedures, both internally and externally.
- 5.2 Stay informed about changes in procurement laws and regulations that could impact the department's procurement practices.
- 6.1 Establish and maintain positive relationships with suppliers, fostering effective communication and addressing any issues or concerns that arise.
- 6.2 Evaluate supplier performance, quality of goods, and adherence to contractual terms.

MANDATORY REQUIREMENTS:

- Bachelor in business administration, education, supply chain management, finance, or a related field.
- Three (3) years' experience in procurement, sourcing, or supply chain management, preferably in an educational or institutional setting.

Skills and Knowledge

Strong negotiation, communication, and interpersonal skills.

Familiarity with procurement software and tools.

Knowledge of procurement regulations, laws, and compliance requirements.

Analytical mindset with the ability to interpret data and make informed decisions.

Detail-oriented with excellent organizational and time management skills.

Problem-solving capabilities and adaptability in a dynamic environment.

Ethical and transparent approach to procurement practices.

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.