

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED	
2. Position Title: Procurement Officer (1)	3. Salary Level: L10-9/8-7
4. Division: Central Procurement Unit	
5. Reports To: Deputy Secretary	6. Direct Reports: Chief Procurement Officer
7. Primary Objective of the Position: i) To provide support to the Procuring Entities of the Government of Kiribati on Public Procurement (PP)	
8. Position Overview	
9. Financial: Range from \$13,317.20 - \$16,663.40	10. Legal: Procurement Act 2019 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011 SOE Act
11. Internal Stakeholders: CPO and HODs To be referred to Manager: - Procurement compliance to Act, Regulations and Manual for High Value and Medium Value Procurement	12. External Stakeholders: All Procuring Entities and the Supplier Market To be referred to Manager - Annual Procurement Plans - Training plans and training materials on public procurement

This position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1: Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<p>Project Manager for High Value Procurement (HVP), as defined in the PPR, PPM and the DOA</p>	<ol style="list-style-type: none"> 1) To support PE's in drafting specifications, TOR's and evaluation criteria 2) To draft tender documents in accordance with the Public Procurement Manual <ul style="list-style-type: none"> - To ensure that the public procurement documents are in accordance and compliance with the Public Procurement Act (PPA) and Public Procurement Regulation (PPR) - To ensure that all public procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates 3) Issue Invitations to Tender (ITT) in accordance with the PPA, PPR and PPM 4) Manage and coordinate Questions & Answers during the tender submission period 5) Receive and open received tenders in accordance with the procedures defined in the PPM 6) Distribute the tenders to the evaluation committees, in accordance with the PPM 7) Prepare Monitoring & Evaluation Reports on Public Procurement Compliance with the Public Procurement Act (PPA), Public Procurement Regulation (PPR), Public Procurement Manual (PPM) and Delegation Of Authority (DOA), and value for money (VFM) 8) Support the CPO on High Value Procurement (HVP), as defined in the PPR, PPM and DOA 	<ul style="list-style-type: none"> - Standardized approach in the procurement system to ensure transparency, fairness and value for money - Compliance measures undertaken in an efficient and effective manner

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	9) Any other activities related to the PP as defined in the PPR, PPM and DOA	
Procurement support for Medium value procurement (MVP)	<ol style="list-style-type: none"> 1) Support PE's in drafting specifications, TOR's and evaluation criteria 2) Draft tender documents in accordance with the PPM <ul style="list-style-type: none"> - To ensure that the Public Procurement documents are in accordance and compliance with the Public Procurement Act (PPA) and Public Procurement Regulation (PPR) - To ensure that all Public Procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates 3) Issue Invitations to Tender (ITT) in accordance with the PPA, PPR, and PPM 4) Manage and coordinate Questions and Answers during the Tender Submission Period 5) Receive and open received tenders in accordance with the procedures defined in the PPM 6) Distribute the tenders to the evaluation committees, in accordance with the PPM 7) Prepare Monitoring & Evaluation reports on PP compliance with the PPA, PPR, PPM and DOA, and Value for Money (VFM) 8) Any other activities related to the PP as defined in the PPR, PPM and DOA 	<ul style="list-style-type: none"> - Efficient and effective operation of the performance of MVP - Quality support to the MVP in the public procurement
Operational & Effective support to the relevant Public Procurement Boards and Committees (Evaluation Committees, Award Boards, etc) for HVP as	<ol style="list-style-type: none"> 1) To Ensure that all PE's are fully aware of the PP documents and procedures prevailing the meetings 2) To ensure that all documents are properly prepared in a timely manner 3) Draft minutes reflecting the decisions of the meetings and get relevant signatures 4) Receive and review minutes reflecting the decisions of the meetings 	<ul style="list-style-type: none"> - Ensure compliance to the relevant legislation of Public Procurement. - Quality support and advice to respective Boards or Committees on Public Procurement

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defined in the PPR, PPM and DOA		
Training of PP stakeholders	<ol style="list-style-type: none"> 1) Prepare and update training materials for training of PE's 2) Prepare and update training materials for training of suppliers 3) Prepare and update training materials for training of other relevant stakeholders 4) Support the CPO in training of all stakeholders 	Strengthening capacity on Public Procurement for all PEs as well as the Supplier Market
Communication and Outreach	<ol style="list-style-type: none"> 1) Support the CPO in preparing and updating of a communication plan 2) Schedule communication activities following the communication plan 3) Conduct communication activities following the communication plan 	Quality support to CPO in improving communication and outreach programme

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> - During peak work times, additional working hours may be required to meet deadlines. Overtime is not payable - The post is occasionally required to liaise with all agencies to ensure that all PEs complies with all policy and procedural requirements 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: Open degree level</p> <p>Job Training: on the job</p> <hr/> <p>11.2 Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • good interpersonal and communication skills • An ability to influence, and make an innovative contribution to the management of the Ministry of Finance & Economic Development • Develop an environment that motivates and support people to achieve high levels of performance • Advocate and negotiate, utilizing good listening skills • Communicate effectively with staff, peers and professional from a wide range of disciplines concerning process, policies and PPA and Kiribati Public Finance

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	<ul style="list-style-type: none">• Fluent in English language
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