

(Re-advertised)

- Suva-based position
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Procurement and Grants Officer (HRSD)** within its Operations and Management Directorate. This position will be located at its regional office in Suva, Fiji.

Description

The **Pacific Community** (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Procurement and Grants Officer (HRSD)** will manage procurement and grant activities, including developing of grant calls for proposals, sourcing of goods, and development of requirements; provide accurate, expert and specialist advice on procurement and grants activities; and ensure compliance with organisational policies; and assisting with the mainstreaming of social and environmental principles in SPC's procurement and granting practices.

The key responsibilities of the role include the following:

Operations: procurement and grants

- Manage the procurement and grants actions for the Human Rights and Social Development division (HRSD), including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) Calls for Proposals (CFP) and exceptions requests in accordance with SPC's Procurement Policy and Grants Policy

Advice

- Provide expert advice to HRSD staff and other allocated SPC divisions on procurement and grants processes, including appropriate use of exceptions

Outreach, education and training

- Provide capacity building to SPC staff in procurement and grants functions

System and processes

- Contribute to improving procurement and grants tools and systems to assist with building understanding and compliance and facilitate project audits

Other duties as required

- Support the Procurement and Grants Team as required

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Bachelor's degree in law, finance, procurement, administration or international development or related field
- CIPS Level 3 Advanced Certificate in Procurement and Supply Operations (or equivalent experience)

Knowledge and experience

- At least 6-7 years of experience providing advice on procurement and/or grant matters in a public sector environment
- Experience in providing advice on procurement and grants in an intergovernmental organization

Essential skills

- Research and analysis skills
- Ability to influence decision-making through advice and support

- Customer relationship management skills
- Excellent teamwork and collaboration skills
- Negotiation and planning skills

Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage

Interpersonal skills and cultural awareness

- Strong people skills and ability to work in a multi-cultural, inclusive and equitable environment
- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – 3 years – subject to renewal depending on funding and performance. Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Procurement and Grants Officer (HRSD)** is a Band 9 position in SPC's 2022 salary scale, with a starting salary range of 2,229–2,786 SDR (special drawing rights) per month, which currently converts to approximately FJD 6,575–8,218 (USD 3,187–3,984; EUR 2,675–3,343). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

Benefits for international employees based in Fiji – SPC provides a housing allowance of FJD 1,350–3,000 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 15 November 2022 – 11:59 pm (Fiji time)

Job Reference: KK000019

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference.

Please ensure your documents are in Microsoft Word or Adobe PDF format.

*****(The candidates who have already applied need not apply again)***

Screening questions (in 400 words or less, with a maximum of 2,000 characters per question):

1. With a focus on procurement and/or grants systems and processes, please describe your experience in identifying and implementing process improvements, while still delivering quality customer service.
2. SPC is focused on building the procurement and grants capabilities both within the team and across SPC. Please provide describe your experience in building cross-organisational understanding and capabilities.
3. Briefly explain why compliance with organisational and donor procurement policies and procedures is critical for organisations such as SPC and describe three basic guiding principles or best practice requirements you would follow in undertaking procurement or grant processes.