

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> MISE	
<b>2. Position Title:</b> Procurement Officer (1)	<b>3. Salary Level:</b> L10-9/8-7
	<b>4. Division:</b> Project and Planning Unit
<b>5. Reports To:</b> Secretary	<b>6. Direct Reports:</b> Senior Project Officer
<b>7. Primary Objective of the Position:</b> i) To provide support and assistance to Ministry's departments including PMUs and its SOEs on Public Procurement activities	
<b>8. Position Overview</b>	
<b>9. Financial:</b>  Range from \$20,692.36 to \$23,460.58	<b>10. Legal:</b>  Procurement Act 2019 Public Procurement Regulation 2020 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011 SOE Act
<b>11. Internal Stakeholders:</b>  SPO/HODs/ Account division  To be referred to Manager:  - Procurement compliance to Act, Regulations and Manual for Medium Value Procurement	<b>12. External Stakeholders:</b>  <ul style="list-style-type: none"> <li>• Central Procurement Unit (MFED)</li> <li>• Government Ministries and Agencies</li> <li>• Autonomous and semi-government agencies</li> <li>• Island Councils</li> <li>• Rural Communities</li> <li>• Vendors &amp; Supplier Market</li> <li>• Contractors</li> <li>• Donor Agencies</li> </ul> To be referred to Manager - MISE Annual Procurement Plans - Training plans and training materials on public procurement

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**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MSP and Divisional Workplans)**

- *KDP/KPA: KPA 1:*
- *MSP Outcome: KPA 1:*
- Divisional/Departmental/Unit Plan

<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Procurement most relatively MVP and HVP	<ol style="list-style-type: none"> <li>1) To support MISE, provide guidance and assistance on procurement matters mostly on Medium Value Procurement (MVP) and High Value Procurement (HVP)</li> <li>2) To draft tender documents in accordance with the Public Procurement Manual:               <ul style="list-style-type: none"> <li>• To ensure that the MISE's procurement documents are in accordance with and compliance with the Public Procurement Act (PPA) and Public Procurement Regulation (PPR).</li> <li>• To ensure that all MISE's procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates.</li> <li>• To clear with the Central Procurement Unit (CPU), all invitation to tender (ITT) and tender documents.</li> </ul> </li> <li>5) Organize and conduct the tender evaluation meetings for qualified received tenders.</li> <li>6) Issue invitation to evaluation committee members who have technical capacity for evaluation of bidders' application.</li> <li>7) Prepare Evaluation Reports and Minutes to CPU and CAC/CCAB committee</li> <li>8) Follow up/liaison with CPU for CAC/CCAB approval and OAG for contract agreement clearance.</li> <li>9) Inform tenderers on the outcome of the evaluation including rejection of tenders as appropriate.</li> <li>10) Liaison with the Awarded supplier on contract agreement, signing, payment and implementation of service or delivery of materials/items.</li> </ol>	<ul style="list-style-type: none"> <li>- fair, clean, anti-corrupt and value for money procurements completed and on-going</li> <li>- Compliance measures undertaken in an efficient and effective manner</li> </ul>

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	<p>12) Provide guidance and assistance on Very Low Value Procurement and Low Value Procurement</p> <p>13) Provide guidance and assistance on Single Source Procedure and Limited Competitive Procedure procurement to ensure that relevant laws and regulations are followed.</p> <p>14) Review, finalize and submit to appropriate authority clarification and reasonings for Single Source and Limited Completeive procedures.</p> <p>15) Any other activities related to the PP as defined in the PPR, PPM and Delegation Of Authority (DOA)</p> <p>16) Update, record and reporting on Ministry's procurement activities.</p> <p>17) Consolidation of MISE's Annual Procurement Plan/Forecast for submission to Central Procurement Office (CPU).</p> <p>17) Provide assistance and guidance to divisions when having difficulties in releasing their materials/containers from KPA/Customs to avoid associated financial and legal obligations.</p> <p>18) Facilitate and assist payment to suppliers to avoid financial and legal obligations.</p>	
Tender Publication and announcement	1) Prepare tender advertisement/announcement and publication via Ministry's website/facebook account and through National Radio channel and Uekera.	<p>- Transparency of tendering</p> <p>- Public/Market involvement</p>
Liaison with Donor Agencies	<ul style="list-style-type: none"> <li>○ Liaising with Donor Agencies on donor funded project procurement related tasks.</li> </ul>	<ul style="list-style-type: none"> <li>○ Mutual relationship</li> <li>○ Trust</li> <li>○ Compliance</li> </ul>

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Training to Ministry (MISE) and its SOEs' staff

1) Provide In-house training to MISE and its SOE staff.

Strengthened capacity building within MISE and its SOEs

### 10. Key Challenges

- Not being familiar with the Public Procurement Act and Regulation
- Not being familiar with tender procedures and periods
- Delayed and un-planned procurement.
- Variation in contracts.

### 11. Selection Criteria

**Education:** Open degree level – specifically on Administration

#### 11.2 Key Attributes (Personal Qualities):

- Good interpersonal and communication skills within and outside MISE.
- Ability to influence and make an innovative contribution to the procurement processes and management in the ministry.
- 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 professionals from a wide range of disciplines including private service providers, suppliers and operators concerning public procurement procedures, processes and financing.
- Fluent in English language

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