| 1. Ministry: MISE | | |
|--|--|--|
| 2. Position Title: Procurement Officer (1) | 3. Salary Level: L10-9/8-7 4. Division: Project and Planning Unit | |
| 5. Reports To: Secretary | 6. Direct Reports: Senior Project Officer | |
| 7. Primary Objective of the Position: i) To provide support and assistance to M | inistry's departments including PMUs and its SOEs on Public Procurement activities | |
| 8. Position Overview | | |
| 9. Financial: | 10. Legal: | |
| Range from \$20,692.36 to \$23,460.58 | Procurement Act 2019 Public Procurement Regulation 2020 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011 SOE Act | |
| 11. Internal Stakeholders: SPO/HODs/Account division To be referred to Manager: Procurement compliance to Act, Regularity | 12. External Stakeholders: | |
| Manual for Medium Value Procureme | nt • Donor Agencies | |
| | To be referred to Manager - MISE Annual Procurement Plans | |
| | - Training plans and training materials on public procurement | |

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

- KDP/KPA: KPA 1:
- MSP Outcome: KPA 1:

| Divisional/D | repartmental/Unit Plan | |
|--|---|--|
| Key Result Area/Major Responsibilities | Major Activities/Duties | Performance Measures/Outcomes |
| Procurement most relatively MVP and HVP | To support MISE, provide guidance and assistance on procurement matters mostly on Medium Value Procurement (MVP) and High Value Procurement (HVP) To draft tender documents in accordance with the Public Procurement Manual: 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). To ensure that all MISE's procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates. To clear with the Central Procurement Unit (CPU), all invitation to tender (ITT) and tender documents. Organize and conduct the tender evaluation meetings for qualified received tenders. Issue invitation to evaluation committee members who have technical capacity for evaluation of bidders' application. Prepare Evaluation Reports and Minutes to CPU and CAC/CCAB committee Follow up/liaison with CPU for CAC/CCAB approval and OAG for contract agreement clearance. Inform tenderers on the outcome of the evaluation including rejection of tenders as appropriate. Liaison with the Awarded supplier on contract agreement, signing, payment and implementation of service or delivery of materials/items. | fair, clean, anti-corrupt and value for money procurements completed and on-going Compliance measures undertaken in an efficient and effective manner |
| | | |

| | 12) Provide guidance and assistance on Very Low Value Procurement and Low Value Procurement | |
|-------------------------------------|---|---|
| | 13) Provide guidance and assistance on Single Source Procedure and Limited Competitive Procedure procurement to ensure that relevant laws and regulations are followed. | |
| | 14) Review, finalize and submit to appropriate authority clarification and reasonings for Single Source and Limited Completive procedures. | |
| | 15) Any other activities related to the PP as defined in the PPR, PPM and Delegation Of Authority (DOA) | |
| | 16) Update, record and reporting on Ministry's procurement activities.17) Consolidation of MISE's Annual Procurement Plan/Forecast for submission to Central Procurement Office (CPU). | |
| | 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. | |
| | 18) Facilitate and assist payment to suppliers to avoid financial and legal obligations. | |
| Tender Publication and announcement | Prepare tender advertisement/announcement and publication via Ministry's website/facebook account and through National Radio channel and Uekera. | - Transparency of tendering- Public/Market involvement |
| Liaison with Donor Agencies | Liaising with Donor Agencies on donor funded project procurement related tasks. | Mutual relationshipTrustCompliance |

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

| 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

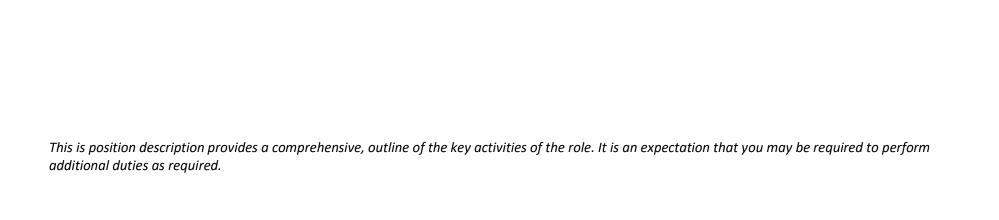
- Not being familiar with the Public Procurement Act and Regulation
- Not being familiar with tender procedures and periods
- Delayed and un-planned procurement.
- Variation in contracts.

11. Selection Criteria

Education: Open degree level -

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



• Fluent in English language