

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED	
2. Position Title: Chief Procurement Officer	3. Salary Level: L5
4. Division: Central Procurement Unit	
5. Reports To: Secretary	6. Direct Reports: Deputy Secretary
7. Primary Objective of the Position: <ul style="list-style-type: none"> i) To develop the public procurement system for the Government of Kiribati and support the Procuring Entities on Public Procurement in achieving Value for Money (VfM) ii) To ensure compliance procedures are followed in accordance to the Public Procurement Legal Framework 2020 	
8. Position Overview	
9. Financial: Range from \$ 17,778.80 – 18,150.60 per annum	10. Legal: Public Procurement Legal Framework 2020 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011
11. Internal Stakeholders: Permanent Secretary and HoDs To be referred to Manager: <ul style="list-style-type: none"> - Public Procurement Annual Reports - New initiatives of public procurement 	12. External Stakeholders: All Procuring Entities and the Economic Operators To be referred to Manager <ul style="list-style-type: none"> - 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 (Include linkage to KDP, MOP and Divisional Plan)		
<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
Leadership and staff management & development	To supervise and manage the Procurement Officer(s) and other staff of CPU	Organised Procurement support team to ensure public procurement efficiency
Planning of CPU operations and budget	<ol style="list-style-type: none"> 1) To prepare and update the Unit's Operational Plan and workplan for CPU activities 2) To provide strategic coordination of all governmental funded procurement procedures 3) To provide Annual procurement reports 	<p>Timely submission of the CPU Strategic and Operational plan for budgetary support</p> <p>Delivery of the Annual Public Procurement Reports by end of each fiscal year in the following year</p>
To ensure that Public Procurement Framework is in line with international practice and development and suitable for Public	<ol style="list-style-type: none"> 1) To update and approve the Public Procurement (PP) Manual, including related PP templates to meet the requirements of the Procuring Entities (PE) 2) To advise Secretary of updates of the Public Procurement Regulation (PPR) that would be beneficial to improve Value for Money (VfM) or on ambiguities in need of clarifications 3) To advise the Attorney General of updates of the Public Procurement Act (PPA) that would be beneficial to improve VfM or on ambiguities in need of clarifications 	<ul style="list-style-type: none"> - Updated Public Procurement Legal Framework that is suitable for the Government of Kiribati

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Procurement in Kiribati		
Support High Value Procurement (HVP), as defined in the PPR, PPM and the DOA, inter alia:	<ol style="list-style-type: none"> 1) Review tender documents in accordance with the PPM 2) Approve Invitations to Tender (ITT) in accordance with the PPA, PPR, and PPM 3) Monitor the receipt and opening of received tenders in accordance with the procedures defined in the PPM 4) Any other activities related to the PP as defined in the PPR, PPM and DOA 5) Support PO's on Medium-Value Procurement (MVP), as defined in the PPR, PPM and DOA 	<ul style="list-style-type: none"> - Efficient and effective operation of the performance of HVP
Provide opinions and recommendations to the relevant Public Procurement Boards and Committees (Evaluation Committees, Award Boards, etc)	<ol style="list-style-type: none"> 1) Analyse the documents before submission to the respective Boards or Committees and provide PP expert opinion on whether (i) the PPA and PPR have been complied with, (ii) if the procedures of the PPM have been followed, (iii) if the evaluation is clear and provides sufficient and structured information to enable a correct award, and (iv) if the recommended award is a correct result of the evaluation 2) Participate in the Central Contract Award Board as expert and advisor, as defined in the DOA 	<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
Provide training of PP stakeholders	<ol style="list-style-type: none"> 1) Conduct training of PEs 2) Conduct training of suppliers 3) Conduct training of other relevant stakeholders 	<ul style="list-style-type: none"> - Extensive knowledge to all PEs as well as the supplier market and the public on the rationale of public procurement

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Communication and Outreach	<ol style="list-style-type: none"> 1) Prepare and update a Communication Plan 2) Conduct communication activities following the Communication Plan 	Updated communication plan
Procurement Planning	<ol style="list-style-type: none"> 1) Provide analysis of the APPs 	Quality analysis of Annual Procurement Plans
Internal CPU Process management	<ol style="list-style-type: none"> 1) Process mapping of CPU procedures 2) Drafting and updating a CPU internal process manual 3) Support the adjustment of procedures to e-procurement 	Efficient internal process system
Assessment and advice on Complaints procedures	<ol style="list-style-type: none"> 1) Analysis of received complaints 2) Motivated recommendation on judgement on complaints 	Complaints mechanism in support of the Complaints Resolution Dispute body is efficiently carried out
To provide the updated Tender Templates and Standard Contract templates	<ol style="list-style-type: none"> 1) Further updates and improvements of tender templates 2) Recommend modifications of standard contract templates to OAG 3) Adding new useful tender templates 4) Approve exceptional deviations from Standard Contracts, in accordance with authorised classification level, or 5) Recommend exceptional approvals or disapprovals of Standard Contracts classified as subject to OAG approval 6) Compliance check of Tender Documents and Procedure selected for High-Value Procurement (HVP) 	<ul style="list-style-type: none"> - Updated tender templates and standard contract templates - Quality support on compliance verification of tender documents as required for improvement of the procurement system
E-Procurement development & implementation	<ol style="list-style-type: none"> 1) Procurement/Supplier Database <ul style="list-style-type: none"> - Establish procurement/supplier database - Further development of procurement/supplier database 2) E-tendering 3) E-procurement <ul style="list-style-type: none"> - Coordination with other systems (eg, FMIS) 	Efficient and Effective e-procurement

10. Key Challenges

11. Selection Criteria

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- 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

11.1 PQR (Position Qualification Requirement):

Education: Desirable Degree in Accounting/Economics/Law with a minimum of 3 years' post degree work experience in middle management

Job Training: on the job

11.2 Key Attributes (Personal Qualities):

- Displays professional leadership and 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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