



JOB TITLE: Procurement Officer

DEPARTMENT: Finance

REPORTS TO: Procurement Coordinator

Key Stakeholder and relationships: Internal: HODs across SW, SW-Provincial Operations, and Managers
External: overseas and local suppliers, SIG agencies (customs and tax department)

Responsible for: Assist the Procurement Coordinator in overall procurement Activities for Solomon Water.

PURPOSE AND SCOPE OF ROLE

The Procurement Officer will directly report to the Procurement Coordinator and will assist in the management of the Procurement Unit and provide link between all departments including provinces across Solomon Water.

KEY RESPONSIBILITIES

MANAGEMENT

- Assist the Procurement Coordinator to effectively manage the Procurement Department.
- Contribute to the development of the overall procurement planning and innovation
- Responsible for administration within procurement, including, but not limited to raising draft Purchase Orders, scanning and filing all documentation, following up with suppliers and contractors, data entry, raising, tracking and filing financial requests
- Assist with RFQs and evaluation
- Reporting to supervisor issues and opportunities
- Identify potential procurement risks and provide suggestions on the mitigation of those risks
- Assistance with 'peer-review' of documentation as required
- Ensuring all procurement practices and activities are in accordance with Solomon Water's policies and procedures
- Assist with management of stores inventory and physical verifications of stocks and records
- Ensuring all relevant procurement documents are filed and referenced

FINANCIAL MANAGEMENT AND BUDGETING

- Assist the Procurement Coordinator in the unit's planning and budgeting
- Assist the Procurement Coordinator in yearly estimates and budgets
- Monitoring and ensuring procurement policies are in place and effectively implemented.
- Liaise closely with Finance, especially around donor transactions

PROCUREMENT

Making sure that procurement is done accordingly and on time as expected

- Assisting with procurement activities such as RFQ's and tenders as required
- Ensure procurement value benchmarks are adhered to, i.e. 3 quotes for procurement exceeding SBD \$ 10,000.00
- Assist in processing of shipments and clearance through customs and ports and ensuring items are cleared on time.
- Ensuring all requisitions and documentations are complete and accurate and comply with procurement requirements
- Ensuring all payment request are monitored through finance and goods delivery/received are cross checked with payments
- Liaise with other HODs for procurement purposes
- Undertake additional tasks, duties or responsibilities as directed by the Procurement Coordinator

SELECTION CRITERIA

The person for this position should meet the following requirements;

- Ability to work with minimum supervision effectively and efficiently (multitasking)
- Work with any accounting package with less difficulties
- Has high level of computer literacy usage eg. Microsoft applications
- Has the ability and capability of managing and mentoring a diverse team
- Has the skills to develop plans, set goals, implement plans, monitor activities and report results on deadlines
- The ability and enthusiasm to contribute actively as a member of SIWA team

QUALIFICATION

- Diploma in Accounting, Commerce or Finance or related field from a recognized institution.

EXPERIENCE

- Minimum of five (5) years work experience in either any public or private sector
- Experience in similar nature of work from organisations would be an advantage
- Experience in the usage of computers and Microsoft office packages

SKILL REQUIREMENTS

SIWA Core Competencies

- Problem Solving – decision making
- Communication – oral and written
- Negotiation Skills
- Coordination and Facilitation
- Capacity Building
- Mentoring
- Time Management
- Customer Service
- OHS&W

Technical Skills

- Management and Administration
- Report Writing
- Risk Analysis and Management
- Budgetary Processes
- Financial Data analysis and interpretation
- Analytical and Research Skills
- Net working
- Workforce Planning

Skills for moving forward

- Strategic Thinking
- Strategic Management
- Leadership
- Strategic Financial Planning and Management
- Flexibility for change

KEY RESULT AREAS

Performing this position's activities, the person should monitor his own performance to see the end output activities done under the key responsibility areas listed below;

- Management
- Financial Management and Budgeting
- Financial Operations
- Inventory Control Measure