

**GOVERNMENT OF KIRIBATI  
POSITION DESCRIPTION**

<b>1. Ministry: MFED</b>	
<b>2. Position Title:</b> Procurement Officer (1)	<b>3. Salary Level:</b> L10-9/8-7
<b>4. Division:</b> Central Procurement Unit	
<b>5. Reports To:</b> Deputy Secretary	<b>6. Direct Reports:</b> Chief Procurement Officer
<b>7. Primary Objective of the Position:</b> i) To provide support to the Procuring Entities of the Government of Kiribati on Public Procurement (PP)	
<b>8. Position Overview</b>	
<b>9. Financial:</b>  Range from \$13,317.20 - \$16,663.40	<b>10. Legal:</b>  Procurement Act 2019 Public Finance (Control and Audit) Ordinance (Cap 79) Financial Regulation 1979/2011 SOE Act
<b>11. Internal Stakeholders:</b>  CPO and HODs  To be referred to Manager: <ul style="list-style-type: none"> <li>- Procurement compliance to Act, Regulations and Manual for High Value and Medium Value Procurement</li> </ul>	<b>12. External Stakeholders:</b>  All Procuring Entities and the Supplier Market  To be referred to Manager <ul style="list-style-type: none"> <li>- Annual Procurement Plans</li> <li>- Training plans and training materials on public procurement</li> </ul>

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<b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b>		
<ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 1: Human Resource Development</b></li> <li>▪ <b>MOP Outcome: KPA 1: Human Resource Development 1.5</b></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
<p>Project Manager for High Value Procurement (HVP), as defined in the PPR, PPM and the DOA</p>	<ol style="list-style-type: none"> <li>1) To support PE's in drafting specifications, TOR's and evaluation criteria</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 public procurement documents are in accordance and compliance with the Public Procurement Act (PPA) and Public Procurement Regulation (PPR)</li> <li>- To ensure that all public procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates</li> </ul> </li> <li>3) Issue Invitations to Tender (ITT) in accordance with the PPA, PPR and PPM</li> <li>4) Manage and coordinate Questions &amp; Answers during the tender submission period</li> <li>5) Receive and open received tenders in accordance with the procedures defined in the PPM</li> <li>6) Distribute the tenders to the evaluation committees, in accordance with the PPM</li> <li>7) Prepare Monitoring &amp; Evaluation Reports on Public Procurement Compliance with the Public Procurement Act (PPA), Public Procurement Regulation (PPR), Public Procurement Manual (PPM) and Delegation Of Authority (DOA), and value for money (VFM)</li> <li>8) Support the CPO on High Value Procurement (HVP), as defined in the PPR, PPM and DOA</li> </ol>	<ul style="list-style-type: none"> <li>- Standardized approach in the procurement system to ensure transparency, fairness and value for money</li> <li>- Compliance measures undertaken in an efficient and effective manner</li> </ul>

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	9) Any other activities related to the PP as defined in the PPR, PPM and DOA	
Procurement support for Medium value procurement (MVP)	<ol style="list-style-type: none"> <li>1) Support PE's in drafting specifications, TOR's and evaluation criteria</li> <li>2) Draft tender documents in accordance with the PPM <ul style="list-style-type: none"> <li>- To ensure that the Public Procurement documents are in accordance and compliance with the Public Procurement Act (PPA) and Public Procurement Regulation (PPR)</li> <li>- To ensure that all Public Procurement activities and procedures follow the Public Procurement Manual (PPM), including relevant templates</li> </ul> </li> <li>3) Issue Invitations to Tender (ITT) in accordance with the PPA, PPR, and PPM</li> <li>4) Manage and coordinate Questions and Answers during the Tender Submission Period</li> <li>5) Receive and open received tenders in accordance with the procedures defined in the PPM</li> <li>6) Distribute the tenders to the evaluation committees, in accordance with the PPM</li> <li>7) Prepare Monitoring &amp; Evaluation reports on PP compliance with the PPA, PPR, PPM and DOA, and Value for Money (VFM)</li> <li>8) Any other activities related to the PP as defined in the PPR, PPM and DOA</li> </ol>	<ul style="list-style-type: none"> <li>- Efficient and effective operation of the performance of MVP</li> <li>- Quality support to the MVP in the public procurement</li> </ul>
Operational & Effective support to the relevant Public Procurement Boards and Committees (Evaluation Committees, Award Boards, etc) for HVP as	<ol style="list-style-type: none"> <li>1) To Ensure that all PE's are fully aware of the PP documents and procedures prevailing the meetings</li> <li>2) To ensure that all documents are properly prepared in a timely manner</li> <li>3) Draft minutes reflecting the decisions of the meetings and get relevant signatures</li> <li>4) Receive and review minutes reflecting the decisions of the meetings</li> </ol>	<ul style="list-style-type: none"> <li>- Ensure compliance to the relevant legislation of Public Procurement.</li> <li>- Quality support and advice to respective Boards or Committees on Public Procurement</li> </ul>

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defined in the PPR, PPM and DOA		
Training of PP stakeholders	<ol style="list-style-type: none"> <li>1) Prepare and update training materials for training of PE's</li> <li>2) Prepare and update training materials for training of suppliers</li> <li>3) Prepare and update training materials for training of other relevant stakeholders</li> <li>4) Support the CPO in training of all stakeholders</li> </ol>	Strengthening capacity on Public Procurement for all PEs as well as the Supplier Market
Communication and Outreach	<ol style="list-style-type: none"> <li>1) Support the CPO in preparing and updating of a communication plan</li> <li>2) Schedule communication activities following the communication plan</li> <li>3) Conduct communication activities following the communication plan</li> </ol>	Quality support to CPO in improving communication and outreach programme

<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>- During peak work times, additional working hours may be required to meet deadlines. Overtime is not payable</li> <li>- The post is occasionally required to liaise with all agencies to ensure that all PEs complies with all policy and procedural requirements</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Open degree level</p> <p><b>Job Training:</b> on the job</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ul style="list-style-type: none"> <li>• good interpersonal and communication skills</li> <li>• An ability to influence, and make an innovative contribution to the management of the Ministry of Finance &amp; Economic Development</li> <li>• Develop an environment that motivates and support people to achieve high levels of performance</li> <li>• Advocate and negotiate, utilizing good listening skills</li> <li>• Communicate effectively with staff, peers and professional from a wide range of disciplines concerning process, policies and PPA and Kiribati Public Finance</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Fluent in English language</li></ul> |
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