



Ministry of Finance and Economic Management
GOVERNMENT OF THE COOK ISLANDS

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POSITION SUMMARY

Job Title:	Senior Procurement Officer
Division:	Major Projects and Procurement Support (MPPS)
Responsible To:	Procurement Manager/ Director of MPPS
Responsible For:	4 Procurement Officers
Job Purpose:	To support the leadership and management of the Procurement Unit in its core functions: <ul style="list-style-type: none">• To strengthen governance and management of procurement services at all levels;• To provide expert advice on all procurement activities and issue instructions to government agencies to ensure compliance with financial disciplines.
Job Classification:	Function (Policy, Service Delivery, Regulatory, Corporate Support, Governance) Jobwise Code (S1-S6; O1-O6; T1-T7; L1-L9) [Inserted after evaluation exercise]
Date updated:	

AGENCY VISION

“MFEM shall be a competent and professional organisation, inspiring public trust in managing public finances in pursuit of our national development aspirations”

ORGANISATIONAL STAFFING STRUCTURE

[See Organisational Staffing Structure on next page]

Chart 7

**MAJOR PROJECTS AND PROCUREMENT
 SUPPORT (MPPS) DIVISION**

Manager

Major Projects

Contract Manager

Project Management Unit (PMU)*
 (8 FT, 2 S31)

S31: Client
 Representative (1)

Waste Water Work
 Stream (2)

Project
 Administrator

Waste Water
 Technical Advisor

S31: GHD Ltd PMU

S31: Assistant Project
 Manager (1) GHD Ltd PMU

Te Mato Vai Work
 Stream (6)

Team Leader/Assets
 Management
 Coordinator

Assistant Asset
 Manager

Project
 Administration

Electrician
 Technician (2)

Administration Clerk

Procurement

Procurement Manager

Senior Procurement
 Officer

Procurement Officer
 (2FT)

Procurement Officer
 (2FT)

TTV Project
 Management

Manager/Principal
 Adviser

Senior Project Manager/
 Adviser

Project Adviser

Administration

Administrator

Note 1:
 Commissioner responsible for
 Employment
 Functions
 Governance
 Performance Management
 Administration

Note 2 :
 Minister responsible for
 Budget Policy Directives
 Advice

KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (<i>use SMART principles</i>)
<p>KRA 1: Policy and Procedure Development and Implementation</p> <ul style="list-style-type: none"> Support the development, management and implementation of sound procurement strategies through the Cook Islands Government (CIG) Purchase of Goods and Services Policy (Procurement Policy), Cook Islands Government Fleet Management Policy (GFMP), and the Cook Islands Government Financial Policies and Procedures Manual (CIGFPPM) Support and provide of training on procurement and contracting templates, process, and the procurement activity cycle 	<ul style="list-style-type: none"> Procurement Policy, contracts and templates, GFMP, and CIGFPPM are up to date and reflect existing CIG public procurement functions, requirements and goals. Ministries, Departments and Agencies (MDAs) comply with Procurement Policy, GFMP, and CIGFPPM requirements. Comments, discussions, and workshops with MDAs are successfully facilitated on changes to the procurement and capital funding procedures. All relevant stakeholders are consulted Government authorities are continuously up-skilled on key elements to ensure compliance with policy and procedures & develop capability to design, execute, and manage quality procurement activities.
<p>KRA 2: Procurement Analysis, Management and Reporting</p> <ul style="list-style-type: none"> Effective implementation, monitoring, and evaluation of all MDA procurement activities, centralised and bulk purchasing activities Effective design, implementation, monitoring of centralised sale activities and/or disposal of Fixed Assets on behalf of MDAs Analyze and Report on policy compliance, procurement procedure, risk and contract management Regular reporting on procurement activities, progress, and risk. 	<ul style="list-style-type: none"> Advice is managed in a timely manner and considers all relevant information. Performance of procurement activities and centralised purchasing activities are effectively monitored, completed and reported within required timeframes. Performance of disposal activities and centralised disposal activities are effectively completed and reported. MDAs including Ministerial Support Offices comply with requirements in the Procurement Policy, GFMP, and CIGFPPM and relevant Act and Regulations; Improvement in policy compliance, procurement procedure, tender management, spend management, vendor management, risk and contract management; Support and provide analysis to Procurement Manager, Financial Secretary, the Tender Committee, Budget Support Committee, Cabinet Ministers, SOE Boards and other relevant stakeholders to allow sound decision making.
<p>KRA 3: Stakeholder Management</p> <ul style="list-style-type: none"> Provision of technical advice on procurement policies and procedures, contract management and legislative reporting requirements; 	<ul style="list-style-type: none"> Provision of advice to Procurement Manager, Financial Secretary on procurement issues affecting the Crown. Communication and information flows on procurement activities and training are maintained between relevant stakeholders;

<ul style="list-style-type: none"> Maintain strong stakeholder engagement to Agency staff, oversight Committees, Heads of Ministries (HOMs), Crown authorities, Governing Boards of State Owned Enterprise, Minister's and Cabinet; 	<ul style="list-style-type: none"> Maintain strong stakeholder engagement to Agency staff, oversight Committees, Heads of Ministries (HOMs), Crown authorities, Governing Boards of State Owned Enterprise, Minister's and Cabinet;; Procurement advice is provided to Procurement Manager, Financial Secretary, Tender Committee, Ministers and Cabinet, Capital Funds Committee, Governing Boards of State Owned Enterprise/s (SOEs), and Government Agency staff;
<p>KRA 4: External MFEM Representation;</p> <ul style="list-style-type: none"> Provide effective representation of MFEM and Cook Islands at national, regional and international meetings 	<ul style="list-style-type: none"> Relationships are established and managed with relevant ministries and assistance is provided in an accurate and timely manner. Advice and/or comments are provided to national, regional and international procurement queries.
<p>KRA 5: Self-Management and Continuous Improvement</p>	<ul style="list-style-type: none"> Demonstrate self-management and continuous improvement in own performance and personal development. Identify and manage critical issues and risks and ensure they are effectively addressed Tasks and projects are completed within agreed timeframes and negotiate early if deadlines are not able to be met.

WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Government authorities are trained and advised on key elements to ensure compliance with policy and procedures & develop capability to design, execute, and manage quality procurement activities.
2	Advice provided is in line with relevant procedures, policies, regulations, Acts, consistent and in line with the principles of the Procurement Policy.
3	Manage conflicting demands of multiple stakeholders, in particular maintenance of clear communication channels and contact to ensure flow of delivery in services meets expected timeframes.

AUTHORITY

Financial	None
Staff	4x Procurement Officers.
Contractual	No

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

Internal	Nature of Contact	External	Nature of Contact
Financial Secretary	HEAVY: - Provide technical advice, analysis reports, and recommendations to contribute toward decision making and procurement direction;	Ministers and Cabinet	Promoting, Critical Contact & Minimal: - Assist with report on progress, discuss key projects and issues, provide analysis and recommendation on procurement activities
Economic Advisor and Budget Team	HEAVY: - Routine contact at budgeting rounds and regarding procurement activities regarding budget implications, financial risk and viability, capital proposals, and impact of central purchasing on budget baselines and savings for Government;	Tender Committee, SOE Boards, and Capital Fund Committee	Promoting, Routine & Critical Contact: - Report on progress, discuss key projects and issues, provide analysis and recommendation on procurement activities
Treasury Management Division	LIGHT: Crown Accounts: - Requests for updated FARs on Ministry Agencies, Minister Support Offices and Island Governments; advice on auditing requirements; Funds: - Processing of payment vouchers and receipt of remittance advice;	Crown Law Office	Routine & Critical Contact; - Report on progress, upcoming procurement activities, provide analysis and advice to contribute toward decision making pertaining to CLO legal review of procurement contracts, templates, and activities.
Development Coordination Division	LIGHT; -Confirmation of ODA funding availability and allocation for procurement activity proposals	Ministries, Agencies and Departments (MDAs)	Promoting & Critical Contact; - Consults with Agencies to identify procurement opportunities - Work closely with MDAs to understand buying behaviour and needs, and manage logistics of supply - Work closely with MDAs to identify potential supply opportunities and jointly manage supplier relationships Negotiating, Promoting & Routine: - Provide advice, governance and support to MDAs undertaking procurement - Develop, negotiate, influence, mediate and monitor procurement activities in compliance with Government policies and procedures and good practice.

		Audit Office, Ombudsman Office, BTIB Office	Critical Contact & Minimal; - Providing explanations, advice, giving and receiving information related to procurement activities - To assist with MDA audit reporting on procurement activities - To assist with Local and Overseas Supplier market growth - To assist with Procurement related complaints
		Local and Overseas Supplier Market	Negotiating, Promoting, Routine & Critical Contact; - Advising, liaising, negotiations, facilitating, mediating, resolving conflicts, providing and evaluating information - Improving public trust in government procurement systems
<p>What contact does this position have with the internal contact (Light, Medium/ Heavy)</p> <p>Light: Only if a small proportion of the Agency is dealt with (1 or 2 other departments)</p> <p>Medium: Most of the Agency is dealt with at a routine level.</p> <p>Heavy: Positions require contact with all functions of the Agency and/or where these are of a very sensitive nature (e.g. HR Officer dealing with personal grievances)</p>		<p>What contact will I have with this external contact (Minimal, Routine, Promoting, Negotiating/ Critical Contact)</p> <p>Minimal: Minimal external contact is required.</p> <p>Routine: Significant, regular discussions and contact to resolve day to day difficulties and problems.</p> <p>Promoting: Significant contact to promote the organisation and achieve prescribed goals. Also included are those positions having daily and continual contact with people and in a role requiring advanced human relations skills.</p> <p>Negotiating: Considerable contact as the prime negotiator on major business dealings or on highly sensitive matters requiring highly developed negotiating or human relations skills.</p>	

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (other qualifications for job)
<ul style="list-style-type: none"> - A tertiary qualification in Procurement, Operations Management, Contract Management or other related fields 	<ul style="list-style-type: none"> - Masters, Graduate qualifications or specialisation in Procurement, Operations, Contract, or Project Management or other related fields. - Certified MCIPS or studying towards a MCIPS or related qualifications.

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> - Minimum of 3 years work experience with contract management, public procurement planning and development. - Experience with and comfortable using computer systems (e.g. Microsoft Office suite, MS Visio, 	<ul style="list-style-type: none"> - Experience in Electronic Government Procurement systems - Knowledge of and compliance with the procurement requirements within the Cook Islands - Experience in a central procurement either in private or public sector

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
Expert	<ul style="list-style-type: none"> - Experience and knowledge of reviewing, evaluating, and analysing technical reports, policies, and procedures - Experience and knowledge in CIG Procurement processes. - Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing to a wide ranging audience, and build and enhance successful relationships with internal and external stakeholders - Ability to effectively priorities and organize resources and operate well under pressure - A high standard of written and oral skills including the ability to present and effectively debate complex issues - Proven attention to detail with the ability to identify and assess problems and risks, and introduce mitigating measures and solutions to resolve issues as they arise. - Able to work effectively in a cross-cultural environment - Strong conceptual, analytical and reporting skills
Advanced	<ul style="list-style-type: none"> - Able to plan, organize and monitor tasks at strategic, programming and project levels while maintaining a clear focus on sustainable outcomes - Advanced knowledge of regional and international procurement principles, resources, and functions - Ability to train and mentor MDA Procurement Officers/Finance Officers/Engineers and Potential bidders - Able to coordinate a range of complex tasks simultaneously - Computer literacy to include MS Word and Excel.
Working	<ul style="list-style-type: none"> - Knowledge of relevant legislation, policies, procedures, procurement requirements and best practice for government systems - Knowledge and understanding of commercial and government environments.
Awareness	<ul style="list-style-type: none"> - MFEM, PERCA, PSC, OPM Acts - Cook Islands Government Financial Policies and Procedures Manual (Manual) - Purchase and Sale of Goods and Services Policy (Procurement Policy) - Cook Islands Government Fleet Management Policy

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

HoM/Manager

Date

Employee

Date