

Public Service Commission Job Description Form

Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need helping completing this form.

1	Job title	Procurement Officer	
2	Post number Allocate the next available number. This number is to be used in all subsequent correspondence relating to this post.	3028	
3	Level Suggested by Ministry and determined by PSC	Suggested for by Director General ...G So 5.0	
4	Ministry	Education	
5	Department	Administration & Finance Services	
6	Location Where the position is located	Port Vila	
7	Purpose "why this Post exists" this might be a one line statement adapted from the Corporate Plan or Business Plan for higher level Posts.	To implement the procurement framework and coordinate the recurrent and project funds up to of all educational assets and properties for the Ministry, departments, all provincial offices, schools and other educational establishments throughout Vanuatu.	
8	Key Result Areas (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.	9	Key Performance Indicators (KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.
8.1	Administer Procurement functions	9.1	<ul style="list-style-type: none"> • Annual plan and work performance development plan completed by December each year • Procurement budget is completed by April/May each year • Procurement training manual and materials are delivered to officers on new procedures • Duty free exemption on asset supply is arranged and approved • Fair prices of asset and properties are obtained • Project based procurement activities, lists and specifications, and procurement installation, distribution of furniture, materials and equipment are completed
8.2	Well documented procurement report		Monthly, quarterly and yearly report produced
10	Duties and responsibilities Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
10.1	Manage the purchasing function of the Ministry of Education.		
10.2	Assist in making necessary arrangements for timely procurement of all educational assets and properties for the ministry, departments, provincial education offices, schools and other educational establishments throughout Vanuatu.		
10.3			
10.4	Assist in provide training to Education Officers, Provincial Education Officers, School Inspectors, Zone Curriculum Advisors, Principals, Headmasters/ Headmistresses, Chairman of School Councils/ Committees on the newly designed systems and procedures for procurement and distribution of educational assets and		

	properties.	
10.5	Assist the review, develop and make available training manuals and materials on the procurement system as and when appropriate.	
10.6	Make arrangements for duty free exemption on supplies as required.	
10.7	Assist in negotiating and obtaining fair prices for assets and properties intended for purchasing by the Ministry of Education to ensure the best value for money is achieved.	
10.8	Procure, receive, store and check utilization of office supplies, materials and equipment.	
10.9	Follow up on project based procurement activities, including lists and specifications, and procurement and installation/ distribution of furniture, materials and equipment.	
10.10	Other duties as allocated by the Director General	
11	Reports directly to Title of Post and Level only	12 Directly supervises Title of Posts and level if any
	Senior Procurement Officer	None
13	Frequent Internal Personal Contacts with... ("Internal" means within the Ministry)	14 Occasional Internal Personal Contacts with...
	PEO Administration.	Other officers within the Division of Administration & Finance Services.
15	Frequent External Personal Contacts with... ("External" means other Ministries and the community)	16 Occasional External Personal Contacts with...
	Other Government Departments and Ministries and the private sector.	Provincial Education Boards, Education Authorities and schools.
17	Impact of Decisions (a) Think of the decisions this Post makes without help on a regular basis (weekly or monthly) to greatly reduce the risk of serious things happening. Name the more important thing(s) decided. (b) If the Post has a significant Financial Delegation to commit funds the amount should also be stated.	An efficient and effective procurement function of the Ministry of Education.
18	Special Conditions e.g. if unusual work hours, equipment or travel is required.	Frequent unplanned, intensive workload variations due to demands of the ministry of Education.
19	Reason for Seeking Approval (e.g.; Routine Revision of Existing Job Description, New Post, Regrading. State if any overlap or duplication with existing Job Descriptions or new duties and responsibilities)	New post. Similar post in 2001 structure located in Division of Administration and Finance, and without the emphasis of support to decentralised Provincial Education Offices.
20	CRITERIAS TO BE SELECTED FOR THIS POST	
	(Allow for some on -the-job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job.)	
20.1	Qualification the required qualification for the job e.g certificate, diploma, degree...	Degree
20.2	Special Business Education refers to the field of study that would be preferable	Business administration, management, law or related field preferred.
20.3	Experience e.g. number of years or level of experience in filing/keyboard work or driving; or, e.g. low or high level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc	Experience in the field of procurement work is preferred.
20.4	Special Skills e.g. vehicle license, driving record, computer word/ excel etc	Procurement skills, negotiation skills, communication skills, public relation skills, product differentiation skills, analytical skills. High degree of integrity and honesty essential.
20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	Analytical and practical thinker
20.6	Communication/ Interpersonal Skills list the skills	Proficient listening, reading, and oral

	required of this position	communication skills. Excellent written communication skills
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	Honesty and integrity of a high standard, able to work cooperatively with other team members.
20.8	Language "English, French and Bislama" is usual.	French, English, and Bislama.
20.9		
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Name John J. Garoleo Sign <i>[Signature]</i> Date 02/06/2014
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Name Jesse Dick Joe Sign <i>[Signature]</i> Date 02/06/2014
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Name <i>[Signature]</i> Sign <i>[Signature]</i> Date 24/6/2014
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name LAURENT REP Date 27/6/2014 SECRETARY OPSC	