

# FIJIAN ELECTIONS OFFICE

---

## **JOB DESCRIPTION: MANAGER PROCUREMENT AND ASSET MANAGEMENT (C3/2019)**

### **CORPORATE INFORMATION**

1. Position Level: Manager (Ongoing, HQ Core position)
2. Salary Range: FJ\$55,000 to FJ\$80,000 per annum, full package,
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
  - a) **Reports to:** Director Corporate Services
  - b) **Liaises with:** Deputy SOE, other FEO Directors, Goods and Services Suppliers
  - c) **Subordinates:** Procurement and Asset Management Officer; Storeman, Administration Assistant, Logistics Assistant, Drivers

### **POSITION PURPOSE**

This position is responsible for ensuring that all procurement activity is conducted in a transparent, accountable way and that goods and services are purchased, managed and accounted for to meet the core needs of the FEO.

### **KEY DUTIES**

This position will achieve its purpose through the following key duties. Working with the relevant FEO staff, in accordance with legislative requirements and to meet the operational needs of the FEO:

1. Manage and motivate the staff of the Procurement and Asset Management Department to ensure that key deadlines are met;
2. Develop and implement an appropriate procurement plan to support Election operations;
3. Develop and implement a procurement policy and procedures manual, in compliance with all Government procurement guidelines and relevant Fiji legislation;
4. Develop and implement an asset management policy and procedures manual, in compliance with all government asset management guidelines and relevant Fiji legislation;
5. Develop internal procedures to prevent corruption and to provide avenues for the reporting of any issues;
6. Provide training to all management and staff of the FEO on anti-corruption policies and activities;
7. Provide input to key sections of the corporate and operational plans.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Procurement plans developed and approved by the required deadline;
2. All activities within the procurement plan completed and delivered as planned and budgeted;
3. Asset management system, policy and procedures developed and implemented;
4. All resources, as planned and approved for election operations, procured and delivered to meet operation requirements.

## **PERSON SPECIFICATION**

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 5 years (post qualification, supervisory level) experience working in the procurement or asset management area of a complex corporate environment;
2. High level knowledge of procurement and asset management, including policy, procedures and actions required to prevent corruption;
3. Practical experience procuring goods and services in accordance with strict approved guidelines;
4. Understanding of teams and how to build and maintain high performing teams;
5. Understanding of the Fijian Constitution (2013) and applicable finance, procurement and asset management laws and policies of Fiji;
6. Knowledge of Electoral Systems and the support mechanisms required to ensure their success;
7. Knowledge of Fijian culture and customs.

### **Qualification**

University Degree in either Business, Contract Management, Accounting or Public Administration. Post Graduate qualifications in relevant field would be highly regarded.

### **Skills and Abilities**

1. Demonstrated ability to manage and motivate staff at different levels and from different backgrounds and experience;
2. Demonstrated ability to meet give clear and concise directions that enable tight and immovable deadlines to be met;
3. Demonstrated ability to analyse and solve complex problems, in a resource constrained environment;
4. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **Personal Character and Political Neutrality**

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The successful applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be active in political affairs and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.