FIJIAN ELECTIONS OFFICE

# JOB DESCRIPTION: ASSET MANAGEMENT & PROCUREMENT COORDINATOR [A2/2021]

## CORPORATE INFORMATION

1. Position Level: Coordinator (Ongoing, (HQ) Position)
2. Salary Range: FJ$30,000 to FJ$55,000 per annum, full package.
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
5. **Reports To:** Manager Procurement and Asset Management
6. **Liaises with:** Deputy SOE, other FEO Directors, Divisional
7. **Subordinates**: Administrative Assistants

## POSITION PURPOSE

This position is responsible for ensuring that all goods, services & works are procured and managed in a transparent and accountable manner and in accordance with public financial management legislation 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. Co-ordinate & manage all procurement & asset activities under the guidance of Manager Procurement & Asset Management;
2. Contribute to the development, implementation, monitoring & review of all asset & procurement management policies and procedures manual, in compliance with all government asset management guidelines and relevant Fiji legislation;
3. Develop internal control procedures to prevent corruption and to provide avenues for reporting and investigating of any issues;
4. Develop systems, policies and procedures to ensure that all items procured and those deployed to the field are managed, accounted for and returned in accordance with the approved FEO policy and procedures;
5. Provide training to all management and staff of the FEO on procurement & asset management policies and activities;
6. Provide input to key sections of the corporate and operational plans.

## KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. All activities within the procurement/strategic/operational plan are Achieved and delivered within the agreed timeframes and compliant with all relevant processes, legislations and policies;
2. Quality & timely reports are provided and outcomes are actioned in a timely and effective manner;
3. Asset management system, policy and procedures developed and implemented;
4. All resources, as planned for procurement and approved for election operations, procured, accounted and managed in accordance with FEO policy and procedures; &
5. Annual and ongoing maintenance of FEO leased buildings, fleet and office equipment.

## PERSON SPECIFICATION

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

### Knowledge and Experience

1. At least 3 years (post qualification) experience working in the procurement & asset management area of a complex or large scale corporate environment;
2. Working level, practical knowledge of government procurement policies, asset management, building maintenance, repairs and maintenance of office equipment / furniture’s and Warehouse management and setup;
3. Practical experience procuring goods and services in accordance within strict FEO guidelines;
4. Experience in drafting Request for Quotations, Request for Tenders and EOI’s would be an advantage;
5. Understanding of the Fijian Constitution (2013) and applicable finance, procurement and asset management laws and policies of Fiji including policy, procedures and actions required to prevent corruption;
6. Has purchasing experience and evaluation of quotation knowledge, and experience in handling and managing logistical needs;
7. Understanding of teams and how to build and maintain high performing teams;
8. Knowledge of contract preparation and maintenance; &
9. Knowledge of Electoral Systems and the support mechanisms required to ensure their success;

## QUALIFICATION

Degree Level Qualification in Accounting or relevant discipline with relevant work experience. OHS Certification would be an advantage.

### Skills and Abilities

1. Demonstrated ability to effectively work with staff at different levels and from different backgrounds and experience;
2. Demonstrated ability to follow directions and to meet tight and immovable deadlines;
3. Demonstrated ability to contribute to the analysis and solutions for 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.