

POSITION DESCRIPTION

Department of Provincial Government Affairs

AM3701 - Procurement Officer

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The **Rural Service Delivery Project (RSDP)** is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

There are exciting opportunities across the Provinces listed below and **DPLGA** invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities through the Government's unique 5 year Rural Service Delivery Project (RSDP).

Central East New Britain Simbu West Sepik Western

This position report to their respective Provincial Project Coordinator.

Experience working on similar projects funded by international organizations (WB, ADB, DFAT, EU) would be highly desirable

Procurement Officer (5)

Key Responsibilities:

- Ensure World Bank & GoPNG procurement guidelines are strictly followed
- Assist the wards in organizing and procuring goods for the subproject under the supervision and authority of the Provincial Project Coordinator and in close coordination with the respective LLG and District administrators
- Assist wards with procurement problems in close consultation with LLG and District Administrations
- Work closely with the ward level canvassing & procurement committees, the LLG, district and provincial administrations
- Monitor procurement by wards to ensure that it is reasonably limited to those specified in the approved work and financial plan and sub-project procurement plan
- Undertake ex-post review of procurement activities carried out under the RSDP Ward Development Grant in coordination with LLG Administration
- Work closely with the Provincial LLG Services Division of Works Department
- Participate in monitoring trips in order to ensure timely implementation with a focus on procurement related activities
- Coordinate with the Provincial Financial Officer for regular preparation of Provincial Project Management Reports as a part of the reporting requirements
- Coordinate with the key Operations staff targeting increased operations efficiency
- Work closely with the Rural Infrastructure Specialist to ensure that all sub-projects materials to be procured are according to the Material Listing, Bill of Quantities and Technical Design
- Upon completion of construction ensure Technical Audits are undertaken for all completed sub projects.

Expected Competencies:

- Relevant Bachelor Degree in Engineering, Accounting, Business, Economics or other related fields
- Minimum 5 years of relevant experience, preferably with 2 years of more of public sector agency experience
- A proficiency certificate from an accredited organization in Procurement

- Experience working on similar projects funded by international organizations (WB, ADB, DFAT, EU) would be highly desirable
- Demonstrated ability to take a leadership position in a team-based environment
- Demonstrated ability to motivate and promote collaboration
- Demonstrated organizational, problem solving and analytical abilities
- Good negotiating skills and capacity to balance project objective and procurement requirements with client needs
- Possess the highest degrees of ethics, integrity and professionalism mandatory for sound public procurement activities
- Possess excellent written and verbal communication skills
- Ability to interact and communicate effectively with senior government staff
- Excellent knowledge and practical experience using computer software (Word, Excel, Adobe, Acrobat, PowerPoint & Project).

Applications close COB Monday 22nd October 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview