

MINISTRY OF HEALTH AND MEDICAL SERVICES
ROLE DESCRIPTION

Corporate Information

Role:	Senior Supplies Officer
Salary Band:	Band G
Salary Range:	\$32,999.24 - \$41,641.91 per annum
Duration:	Until 31/07/2026
Location:	Health Headquarters, Dinem House
Unit/Division:	National SRH, HIV, STI and BBV Unit
Reports to:	Head of SRH, HIV, STI and BBV Unit
Subordinates:	Nil

Position Purpose

The position is responsible for managing the operational activities of the Tender and Contracts, to ensure an effective and efficient tender process for all medicinal products, medical supplies and equipment.

Key Responsibilities

The position will achieve its purpose through the following key responsibilities:

1. Manage the processes of tender and contract development, tender advertisements and renewals
2. Negotiate and agree to contractual terms and conditions with suppliers; ensuring that there is clear regard for the nature, application and implications of the contract and the relevant contract law.
3. Develop and maintain business relationships with vendors, suppliers and contractors to facilitate smooth flow of goods and services, as well as monitor supplier performance
4. Work in collaboration with the Fiji Procurement Office & the Government Tender Board, within the financial and relevant regulatory frameworks and policies
5. Prepare and submit weekly and monthly Reports
6. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and selection activities where required

Key Performance Indicators

Performance will be measured through the following indicators:

1. All purchases within the annual tender plans are implemented within agreed timeframes, and compliant with relevant processes, legislations and policies
2. All activities under contract management are completed within the agreed timeframe and compliant with the legislative requirements
3. Quality reports are provided and outcomes are actioned in a timely and effective manner
4. Development of Supplier Performance register and submitting weekly/monthly and yearly reports
5. Maintaining contract register and weekly/fortnightly reporting on contract management activities.

Person Specification

In addition to a Bachelor's degree in Management/Business (or equivalent relevant experience), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

Knowledge and Experience

1. At least four (4) years' experience in international procurement settings
2. Knowledge and proven experience in Mass Purchasing Tenders and Purchasing activities
3. Practical knowledge of supplier contracts and supplier performance management.
4. Understanding of the mechanics of tendering and contract management.
5. Working knowledge of tender process, including tender development, tender evaluation and contract development.
6. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

Skills and Abilities

1. High attention to detail and accuracy and ability to manage and work in a team
2. Demonstrated ability to carry out negotiation with suppliers on contractual terms and conditions.
3. Demonstrated ability to analyse and contribute to solutions to complex problems, in a resource constrained environment.
4. Excellent written and oral communication skills and a team player
5. Good computer skills (MS Office products, word processing, spread sheets, internet, e-mail)
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character & Eligibility

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.