

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Team Leader Procurement

Grade : 6

Incumbent :

Division : Finance

Department : Management Accounting

Location : Nasinu Campus

Reports to : Chief Financial Officer through Respective section heads.

2. PURPOSE

The purpose of this position is to scrutinize the expenses within the supply chain management of the university and assist in standardising the purchasing requirements of the university.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Financial Controller**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
Procurement Analyst Procurement Coordinator Finance Analyst	N/A

4. KEY ACCOUNTABILITIES

· Devising and using fruitful procurement and sourcing strategies
· Identify and recommend cost-effective solutions ie. Track and report key functional metrics to reduce expenses and improve effectiveness.
· Ensure efficient processing of requisitions
· Identify and continuously update preferred supplier listing
· Timely supplier assessments and review of standard and actual costs for inaccuracies
· Effective planning and Preparation of (monthly, quarterly and annual) of reports for submission to management
· Discovering profitable suppliers and initiate procurement partnerships
· Negotiating with external vendors to secure advantageous terms
· Examine and test existing contracts
· Collaborate with key persons to ensure clarity of the specifications and expectations of the University
· Perform risk management for supply contracts and agreements
· Control spending and build a culture of long-term saving on procurement costs
· Assisting in month-end and year-end closing
· Create and monitor a system of controls, procedures, and forms for the acquisition of fixed assets
· Recommend to management any updates to accounting policies related to fixed assets.
· Formulate the Work in Progress list for all Capex fund codes and ensure the assets are capitalized once the projects are completed and all asset components are received or are in use.
· Review and update the detailed schedule of fixed assets and the accumulated depreciation in the Banner System (FAR Schedule), including donor-funded assets.
· Prepare and post-fixed asset journals on Banner monthly if adjustments are required.
· Physically tag each asset at various locations.
· Conduct periodic physical counts, verification of fixed assets and assist in annual capex budget compilation.
· Update Fixed Asset Register on any disposal of assets, ensuring compliance with Fixed Asset Policy
· Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries
· Carry out board of survey and ensure disposals are done as per policy.

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and
- organisational culture.

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



6. AUTHORITY LEVEL

- Operating Expenditure
- Capital Expenditure
- Others

7. QUALIFICATION

- A Bachelor's degree with majors in Accounting.

8. EXPERIENCE

- 5 years of work experience in a related field

9. KNOWLEDGE & SKILLS

- Intermediate to advanced computer literacy, including experience in word processing, spreadsheets and accounting software.
- A thorough knowledge and experience in cost management and administration and ability to work well with others under deadline situations and respond to changes in priorities.
- Good written and verbal communication skills and strong organizational skills
- Ability to work independently, take initiative, set priorities and see projects through to completion
- Employ problem-solving skills and analysis, and report problems to the supervisor as necessary
- Strong service orientation

10. WORKING RELATIONSHIP

INTERNAL	Frequency
Management, Students, Staff members, All Teaching Staff/Academic Staff and Non-Teaching Staff/Professional Staff, Directors, Vice Chancellor	Day to day

EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Industry, NGOs, Government Ministries Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	As and when required

11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as a result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.