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 partnership, 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	: Procurement Coordinator
Grade	: 3
Incumbent	:
Division	: Finance
Department	: Dept of Management Accounting
Location	: Nasinu Campus
Reports to	: Chief Financial Officer through respective section heads

2. PURPOSE

The Procurement Coordinator plays a pivotal role in ensuring the efficient procurement of goods and services for the University. They are responsible for managing the procurement process from start to finish, including vendor selection, contract negotiation, purchasing, and delivery coordination. This role requires strong organizational skills, attention to detail, and the ability to work collaboratively with various departments and vendors.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Cost Accountant

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
N/A	N/A

4. KEY ACCOUNTABILITIES

Purchasing:

- Review purchase requests from various departments and determine the appropriate procurement method.
- Generate purchase orders, ensuring accuracy of specifications, quantities, and delivery requirements.
- Coordinate with vendors to expedite orders, track shipments, and resolve any discrepancies or delays.
- Monitor contract compliance and performance metrics to ensure adherence to the established agreements.
- Timely processing of assigned requisitions and purchase orders
- RFQ for sealed bids to be sent to vendors on the day the IRO is assigned to the staff.
- Orders must be sent to vendors in timely manner.
- Ensure correct GL's and dimensions are tagged.

Vendor Management:

- Identify potential vendors through market research, networking, and referrals.
- Solicit bids and proposals from vendors, evaluate responses, select suppliers and make value for money decisions.
- Maintain vendor relationships and address any issues or concerns in a timely manner.
- Supplier Evaluation Form - ensure that forms are filled and signed off by PO requestors.

Process Improvement;

- Continuously evaluate and streamline procurement processes to improve efficiency and effectiveness
- Identify opportunities for cost savings, value enhancement, and process automation.
- Implement best practices to optimize procurement operations.

Compliance and Risk Management;

- Ensure compliance with university procurement policies, as well as relevant laws and regulations.
- Conduct due diligence on vendors to assess financial stability, legal compliance, and reputation.
- Mitigate procurement-related risks by implementing appropriate controls and safeguards
- Facilitate internal and external audits of procurement processes, contracts, and vendor relationship

Cross-Functional Collaboration;

- Collaborate with various departments across the University to support their procurement needs.
- Serve as a liaison between departments and vendors to facilitate communication, resolve issues, and ensure alignment with procurement objectives.
- Participate in cross-functional teams or committees to address procurement-related challenges, share best practices, and drive continuous improvement initiatives.

Training and Support;

- Provide guidance and support to university staff on procurement policies, procedures, and systems.
- Serve as a resource for resolving procurement-related inquiries or issues.

To undertake any other duties/ special projects assigned by the supervisor from time to time.

5. KEY CHALLENGES

- Handling multiple tasks at the same tight and working with tight deadlines.

6. AUTHORITY LEVEL

Operating Expenditure :…………………………….

Capital Expenditure :……….………………………

Others :…………………………….....

7. QUALIFICATION & EXPERIENCE

Essential:

- Bachelor's Degree in Accounting OR Finance.
- 1 year relevant work experience.

8. KNOWLEDGE & SKILLS

- Good written and verbal communication skills and strong organizational skills.
- Handling of data and creating of reports.
- Must be self-driven, result oriented and able to set and meet deadlines.
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines
- Problem-solving mindset and the ability to think creatively to overcome challenges and drive process improvements
- Commitment to upholding ethical standards and integrity in procurement practices

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Managers, Directors, Dean, Other Departmental Staff	Daily basis

EXTERNAL	Frequency
Vendors, Suppliers, Other Stakeholders	As and when required

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as 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.

11. CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.