

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 position is responsible for strengthening procurement planning, strategic sourcing, supplier and contract management, procurement controls and performance reporting across the University.

Working closely with Colleges, Divisions and other business units, the position will support FNU to achieve sustainable cost efficiencies while maintaining appropriate quality, service levels and compliance with University policies, procedures and applicable requirements.

The role is also expected to contribute to the continuous improvement and digitalisation of procurement processes and to promote a culture of ethical, accountable and commercially sound procurement across 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.

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

4. KEY ACCOUNTABILITIES

- Support annual procurement planning and identify opportunities for aggregation, standardisation and strategic sourcing aligned with the University's operational and strategic priorities
- Analyse expenditure patterns and identify opportunities to achieve sustainable savings and improved value for money.
- Develop and maintain appropriate sourcing strategies for key expenditure categories.
- Identify opportunities for supplier consolidation, preferred supplier arrangements and longer-term procurement partnerships.
- Support the development of procurement strategies for major goods, services, works and capital requirements.
- Promote standardisation of commonly purchased goods and services where appropriate.
- Ensure procurement activities are processed efficiently and within agreed service standards.
- Work with user departments to ensure specifications, scopes of work and requirements are clear, appropriate and commercially sound.
- Provide professional procurement advice to Colleges, Divisions and other University stakeholders.
- Ensure appropriate documentation and audit trails are maintained for procurement activities.
- Assist with month-end and year-end financial processes where procurement information is required.
- Ensure procurement and fixed asset transactions are accurately recorded, supported and reconciled to the University's accounting records together with ensuring best practice fixed asset management in place

5. KEY CHALLENGES

The position operates in a complex and diverse university environment and will be expected to:

- Balance value for money, quality, operational requirements and procurement risk.
- Influence stakeholders and drive compliance where there may be competing priorities or resistance to change.
- Standardise procurement practices across a diverse organisation while recognising legitimate operational requirements.
- Manage competing procurement priorities and deadlines across multiple Colleges, Divisions and campuses.
- Develop stronger commercial and supplier-management practices in an environment of changing market conditions.
- Identify sustainable cost efficiencies without compromising service delivery or academic operations.
- Maintain high standards of integrity, confidentiality, transparency and accountability in a high-risk business function.

6. AUTHORITY LEVEL

- Operating Expenditure
- Capital Expenditure

- Others

7. QUALIFICATION

Essential:

- A Bachelor's degree in Accounting.
- Demonstrated experience in procurement planning, tendering, supplier evaluation and contract management.

Desirable:

- Professional qualification or membership in procurement, supply chain, accounting, finance or a related professional body.
- Experience in a large organisation, university, government, statutory authority or similarly complex environment.

8. EXPERIENCE

- At least 5 years' relevant experience in procurement, strategic sourcing, supply chain, commercial management or 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 procurement and cost /fixed asset management
- 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

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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.