



National University of Vanuatu

Job Description and Specification



Job Title	Senior Procurement and Asset Management Officer
Reporting To	Manager Facilities
Work closely with	Manager Facilities, Senior Infrastructure Officer
Job Purpose	Effectively manage procurement processes for NUV properties, facilities, grounds and security and also manage all type of asset of the National University of Vanuatu
Position Summary	The position is to effectively manage the procurement processes required for the maintenance of the National University of Vanuatu (NUV) properties and assets, and to assist in the implementation of the donors funded facilities Programs on the campuses.
Key Responsibilities – Detailed Listing	<ul style="list-style-type: none">• The officer will have to become knowledgeable and familiar with NUV’s strategic directions, mission, structure, facilities and asset management regulations.• Coordinate his/her work plan with NUV business plan.• Actively contribute to the Facilities department annual planning and well coordinate his/her work plan with the Infrastructure Senior Officer.• Ensure that procurement processes for NUV aligned with NUV Financial Manual and Vanuatu Tender’s Act and CTB requirements, are well documented and well recorded.• Plan, supervise and coordinate procurement activities for NUV facilities for goods and services.• Prepare and submit in a timely manner the annual procurement plans including maintenance work and partners’ Annual Operating Plans.• Facilitate all required tender documents and processes;• Develop relevant documents and liaise with suppliers to verify and develop specifications of purchase requests to determine the need for purchases.• Consult price lists and catalogues and communicate with possible suppliers to obtain information on prices and services available, quality and availability of products and compare data to determine the best suppliers.• Advise the Manager Facilities of inherent contractual rights and obligations and evaluate contract performance for compliance.• Prepare with the Manager bidding documents and associated contracts, in accordance with the established procurement procedures, laws and regulations.

- Draw up tender lists based on requirements and study bids, comparing prices and specifications.
- Arrange for the Selection Committee to review tenders and prepare relevant paper work.
- Complete and forward Purchase Orders or Contracts to Suppliers or Consultants; negotiate and follow-up as required with respect to delivery of goods and services.
- Maintain records and support documents that are necessary to account for all purchases and distribution of goods and services related to the implementation of the Programme.
- Arbitrate claims or complaints occurring during performance of Contracts.
- Manage procurement for NUV and Donor partners through implementing all policies and procedures related to procurement activities & ensuring that Government of Vanuatu Procurement guidelines are followed in all transactions.
- Undertake the programs procurement activities, such as reviewing technical specification for goods and works; researching market for procurement bid lists ; reviewing Terms of Reference for consultant services ;preparation of bidding documents ; writing evaluation reports ; training of bid evaluation committees.
- Assist in the development of programs Procurement Plan and record regular updates for the guidance of the team
- Develop tools for capturing procurement data and identify progress towards the achievement of the procurement schedules.
- Update procurement plan.
- Participate in programs technical committees or component team meetings when asked to in order to ensure timely implementation progress and a focus on procurement related activities
- Develop, implement and maintain the Asset Management System and provide support to staff relating to delivery and maintenance of existing assets and support the organisation on asset management
- Assist with the management of the infrastructure needs of the environment
- Provide technical support to the operations and facilities department on asset management working closely with IT department to manage the assets registry system.
- Closely work with the Finance department on asset accounting matters and assist in the preparation of reports in relation to asset inventory, asset life cycle, disposal and demolition of assets
- In consultation with the Director of Operations and other managers and deans, develop plans for facility expansion as needed.
- Offer innovative, environment friendly and Climate adapted solutions to maintenance and construction
- Advocate for equity and disability access to NUV buildings and grounds.

	<ul style="list-style-type: none"> • Undertake any other duties and responsibilities that may, from time to time, be reasonably requested
Critical Competencies	<ol style="list-style-type: none"> 1. <i>Work in a professional manner, with occupational knowledge, safety, accountability and adaptability</i> 2. <i>Strive for excellence, with communication, respect, inclusiveness and teamwork</i> 3. <i>Contribute to NUV's development, with innovation, leadership and quality focus</i>
Qualifications & Required Experience	<p>A Degree or Diploma in Management Studies, Finance, Procurement and asset Management or other related field from a recognized university or Institution</p> <p>More than 5 years in Procurement Management/ Asset management for infrastructure project, preferably project funded by international organizations.</p> <p>More than 5 years of experience in procurement management.</p>
Special Skills	<ul style="list-style-type: none"> ➤ In-depth knowledge of the Building and maintenance Codes of Vanuatu and other relevant building standard ➤ In-depth knowledge of the Vanuatu Procurement Act and other donor agencies procurement policies ➤ Strong project management skills ➤ A team player ➤ Computer competences in software packages: Microsoft Word, Excel, PowerPoint and Programme Management and any other software as needed ➤ Familiarity with Donor Partners processes ➤ Demonstrated the ability to motivate and promote collaboration among diverse team and team members. ➤ Demonstrated analytical and problem solving and negotiating skills with the ability to balance programme objectives and procurement requirements. ➤ Ability to architect facilities strategy along with leadership skills ➤ People oriented, inclusion oriented and results driven ➤ Excellent written, oral and interpersonal skills and ability to communicate effectively with international stakeholders
Language	<p>Fluent in English or French and Bislama</p>
Terms and Conditions of Employment	<p>Three-year local contract</p> <p>Annual salary: VT2.8M + 25 % Benefits</p>