



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	MANAGER PROCUREMENT TECHNICAL
MINISTRY:	Ministry of Finance and Treasury (MoFT)
DIVISION: Treasury	DUTY STATION: Procurement & Payments Section
POSITION NUMBER (HRMIS):	273-00132
POSITION LEVEL: L12/13	SALARY RANGE: \$83,475.79- \$91,069.87
THIS POSITION REPORTS TO:	Assistant Accountant General – Payment & Procurement
POSITIONS SUPERVISED:	Senior Officers, Procurement Officer & Assistant Accountant -Procurement Officer

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The Procurement and Payments Section in the Treasury Division is to execute financial management strategies and operations to achieve Government's overall policy objectives, within the existing legal framework and constraints of the budget, and in accountable, transparent, and ethical manner.

This position manages the provision of financial management services (payments) to suppliers and line ministries. The procurement and payments team, work together with ministries to ensure compliance with the relevant financial instructions and procedures to ensure the efficient processing of ministry payments and imprest advances.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Manage Treasury's procurement and payment operations ensuring compliance with SIG's Accounting Laws and Regulations, Public Financial Management Act 2013, Interim Financial Instructions, Procurement Contract and Administration Manual.
2. Assist with Treasury's strategic, annual planning and reporting processes
3. Provide reports on procurement and payment activities to immediate supervisor, and or the Treasury management when requested.

4. Initiate and implement improvements to financial management systems, policies and practices, operational and procedural manuals.
5. Coordinate the capacity development activities for line Ministries and education of suppliers in SIG Procurement and payment processes.
6. Liaise with relevant MoFT internal and external stakeholders on financial management matters
7. Manage the Unit's human resource management functions as per SIG General Orders, Performance Management Policy, and Code of Conduct
8. Undertake, any other duties assigned by supervisors or the Accountant General.
9. 100% attendance and compliance with Code of Conduct

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Treasury's procurement and payment operations running efficiently with minimal compliance issues.
2. Quality and quantity of assistance provided with developing, implementing, and reporting Treasury's strategic, annual planning and reporting.
3. Reports on procurement and payments activities provided meeting the needs of management.
4. Quantity and quality of recommendations for improvements to financial management systems, policies, practices, and procedural manuals.
5. Capacity development activities resulting in improved level of knowledge within ministries and supplier networks.
6. Excellent relationships with internal and external stakeholders.
7. The unit's vacancies filled, Job Descriptions and PMP's up to date, leave and training plans completed annually.
8. All other duties completed to the satisfaction of management team.
9. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Tertiary qualifications in, Accounting, Commerce, Financial Management, or other relevant field of study.

Desirable Qualifications

- Training in Management, Leadership, Customer Service, Report Writing and Business Communication.

Capabilities Required

- Ability to manage staff, including prioritise, delegate, and monitor work outcomes.
- Ability to undertake critical analysis to identify the core issues, and present logical arguments and responses applying the relevant legislative framework.
- Demonstrated ability to work as part of a management team and motivate team performance and outcomes through effective communication.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

- KSC1 Previous experience leading and motivating a team providing administration and financial services in a large organisation.
- KSC2 Previous experience working in public and/or private sector financial management at a senior level with the focus on the procurement and development and implementation of financial policies and procedures.
- KSC3 Previous experience providing written reports and providing advice on procurement and financial management matters.
- KSC4 Excellent communication skills; demonstrating the ability to network and engage efficiently with staff and other stakeholders.
- KSC5 Highly developed computer skills with proficiency in financial management systems and Microsoft Officer applications.
- KSC 6 Outstanding work attendance record and strong commitment to upholding Public Service values and Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,210.61 - \$3,502.69

Annual Salary: \$83,475.79 - \$91,069.87

Annual Leave entitlement: **As per Ministry of Public Service Policy.**

Other Conditions of Service relevant to this position:

- Housing Allowance or access to the Public Service Rental Scheme
- Other standard leave entitlements outline in the General Orders for SIG Public Servants

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

.....
Date *25/4* **Approved**

Additional Comments:

Agree