



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION: PURCHASING OFFICER

#### CORPORATE INFORMATION

1. Position Level: **Tech 2**
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka
4. Reporting Responsibilities;
  - a) **Reports to:** Directly reports to the Team Leader Assets
  - b) **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, Stakeholders, Suppliers, other agencies
  - c) **Subordinates:** Not Applicable

#### ROLE PURPOSE

The Purchasing Officer is responsible to source and buy materials, goods, and services on behalf of the Council to be used in daily operations. The position requires to maintain stock levels, and may also conduct research and negotiate with vendors and suppliers. The position requires to perform all clerical duties at the Engineering Depot under the direction of the Team Leader Assets.

#### KEY RESPONSIBILITIES

The Purchasing Officer is responsible for:

- Research potential vendors, compare and evaluate offers from suppliers locally and overseas.
- Negotiate contract terms of agreement and pricing.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Maintain updated records of purchased products, delivery information and invoices and submit to the Accounts Department on timely basis.
- Prepare reports on purchases including cost analysis.
- Monitor stock levels and place orders as needed for all materials and tools.
- Prepare accurate and timely timesheets for all Depot Staff.
- Prepare accurate and timely leave reconciliation for all Staff at the Depot.
- Prepare daily material list, labors, machines utilized on each job and prepare final costings report upon completion.
- Interaction with management team, other departments, Suppliers.
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## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. Timely procurement of materials.
2. Maintaining stock levels.
3. Timely delivery of materials to all Departments.
4. Periodic reporting of Depot work progress.
5. Work ethics.
6. Standard of work.
7. Transparency and accountability.
8. Timely and accurate reconciliation of all invoices.
9. Timely and accurate submission of leaves and timesheets.
10. Internal Budget Control whilst not compromising standards.

## **PERSON SPECIFICATION**

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. A tertiary qualification in Business or Accounting is required
2. At least experience of 5 years or more in purchasing, stock control, purchasing, supply chain management, Stock Management System and administration works.
3. Ability to prepare material cost analysis and recommend for approvals.
4. Highly developed time management and work prioritisation to plan, schedule and manage purchasing, stock control and all administrative duties.
5. Ability to work independently with limited supervision and promote a team environment with the Depot Staff and all Suppliers.
6. Provide support to the Depot Team in the absence of Team Leader Assets.
7. Ability to make independent decisions, having regard to policy guidelines and organisation practice
8. Have sound knowledge of purchasing policies and guidelines.

### **Skills and Abilities**

1. Have good oral and written communication skills
2. Ability to work under pressure and deliver within timeframe
3. Ability to handle difficult situations to achieve positive outcomes
4. To be computer literate and knowledge in the use of MS Word and Excel
5. Valid group 2 Manual License

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.