

Ministry of Communications

and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

**Position Description**

***Position Title:*** Principal Procurement Officer

***Location:***Tatte Building, Floor 6 - Sogi

***Position Code:*** CTP25001

***Division/Section:*** ICT Sector Coordinator - Division

***Salary grade:*** A16 – SAT55,431.00

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| **Ministry Overview** |

The Ministry of Communications and Information Technology facilitates, leads, and implements the Government of Samoa's vision for Communications development. The Ministry’s Vision is *“****To serve Samoa through Digital Transformation and Communication & Information Services”*** whereas our Mission is***“To provide sound policy advice to ensure affordable, reliable, resilient and secure digital communication services for All.”***

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| **Purpose of Position** |

The Principal Procurement Officer will be responsible to initiate, facilitate and manage the implementation of the full procurement process through the provision of project management support to relevant implementing agencies for procurement activities financed by the donors for the ICT sector.

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| **Key Responsibilities** |

1. Facilitate and provide hands-on support to sector agencies regarding Bank-financed procurement activities, ensuring adherence to the Government of Samoa National Procurement Guidelines, relevant legislation, the Procurement Plan, Project Operational Manual, and World Bank Procurement Regulations.
2. Assist Implementing Agencies in strengthening staff capacity for procurement activities to enhance procedural compliance. Support may extend beyond World Bank-financed projects to other sector activities.
3. Collaborate with sector agencies to prepare all procurement documents, including bidding documents, evaluation reports, draft contracts, publications, and advertisements for World Bank-financed activities.
4. Liaise with and support Implementing Agencies in obtaining necessary approvals from the National Tenders Board for World Bank-financed activities.
5. Update the procurement strategy/plan in consultation with Implementing Agencies.
6. Upload procurement activities into the World Bank Systematic Tracking of Exchanges in Procurement (STEP) system for the project.
7. Maintain all official records related to procurement activities for the sector project.
8. Contribute to the preparation of quarterly progress reports for sector projects and other sectoral reports.
9. Contribute to the annual work plan and budget of ICTSCD, including quarterly updates on implementation.
10. Support the development of the capacity-building plan for sector procurement capacity development, extending beyond World Bank-financed activities.
11. Participate in sector project consultations and meetings

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| **CORE COMPETENCIES AND SELECTION CRITERIA**  |
| **Merits** | **Competencies/ Selection Criteria** |
|  | **Strategic Thinking** | * Understands organizational direction and sets work tasks that align with the strategic objectives.
* Understands the relationship between self and organizational goals.
* Recognize the impact of operational work on the organization’s direction.
* Considers wide issues when assessing the impacts of issues.
* Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence.
* Determined and passionate about meeting operational goals and possesses a positive attitude toward change.
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| **Building Relationship** | * Commits to client service, and builds and sustains relationships within the organization and across the public service.
* Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders.
* Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level.
* Encourages and motivates people to engage in continuous learning and in activities to sustain morale.

Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.* Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with colleagues and the public.
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| **Achieve and Delivers results** | * Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.
* Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations.
* Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies.
* Supports a culture of achievement and ensures planned projects/targets are monitored to achieve expected outputs.
* Strives for quality and ensures compliance with regulatory requirements.
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| **Communication and Presentation skills** | * Communicates clearly in written and verbal
* Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation
* Possess a strong understanding of key issues, and use effective delivery tact’s for a convincing and balanced rationale
* Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation
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|  | **Leadership** | * Shows ability to lead and manage planned targets with a commitment to achieving same.
* Shows confidence and willingness to lead targets.

Shows sound analytical and innovative skills and commitment to carrying out duties. |
| **Personal Attributes** | **Commitment and Personnel Drive** | * Work effortlessly in any circumstances
* Committed to the work, team, and organization by cooperating in team activities and valuing the input of staff at every level
* Work together to achieve a common purpose
* Pursues work with energy and drive.
* Persevere to achieve goals in the face of resistance and setback.
* Consistently meets goals and pushes for results.
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| **Integrity and Honesty** | * Acts with integrity at all times
* Demonstrate precision in assigned work operations and decision making
* Role models professionalism, impartiality, and objectivity in approach to sensitive matters
* Presents authorized information where needed
* Widely trusted and seen as a direct and truthful individual.
* Presents truthful information in an appropriate and helpful manner.
* Work in a professional manner despite personal preferences.
* Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness.
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| **Intellect and Judgment** | * Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. .
* Explores options in full and makes sound decisions under pressure.
* Handles concepts and complexity comfortably and can communicate and summarize them effectively to others.
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| **Experience & Performance** | **Experience Knowledge and Past Work Performance** | * Minimum of 5 years of proven experience in procurement, including familiarity with Government of Samoa and donor-funded procurement systems and procedures.
* Demonstrated ability to manage and oversee procurement activities within complex projects.
* Strong track record of working effectively in a team and in challenging environments.
* Proven ability to meet deadlines and deliver quality results.
* Proficiency in Microsoft Office Suite (Excel, Word, Access, etc.).
* Excellent verbal and written communication skills, with experience in preparing reports.
* Experience with the World Bank’s Systematic Tracking of Exchanges in Procurement (STEP) system will be an asset.
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| **Qualification** | **Formal Qualification**  | * A Bachelor’s degree in procurement, commerce, finance, business administration, economics, accounting, or a related discipline. Alternatively, certification or specialized training in procurement.
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