



Samoa Land Corporation

Job Description

1. Job Identification

Job Title:	Purchasing Procurement Officer
Department:	Corporate Services Division
Location:	Main Samoa Land Office Level 1 at Tuanaimato.
Reports to:	Team Leader Accounting Services
Direct Reports:	Manager Corporate Services
Key Relationships:	Internal - SLC staff External –SLC Clients for SLC Lands division

2. Job Purpose

The Procurement Officer is responsible for the acquisition of goods and services and ensuring timely provision of goods and services. The incumbent works primarily within the Corporate Services (financial) division doing tasks such as scheduling material purchases, deliveries and verifying current inventory.

3. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
(1) Procurement Services	<ul style="list-style-type: none"> Obtain quotation from suppliers for goods and services required Review quotes received Prepare purchase order Keep track of incoming inventory and ensure delivery of orders to each respective divisions Analyze and review potential suppliers Examine and review products and supplies to ensure quality Comply with procurement policies and procedures
(2) Customer Services	<ul style="list-style-type: none"> Liaise with each division on procurement matters and dealing with public in a respectful manner Negotiate with suppliers in a timely manner

	<ul style="list-style-type: none"> • Ability to respond to queries and providing information face-to-face, by telephone or via email.
(3) Reporting	<ul style="list-style-type: none"> • Assist Team Leader Accounting Services with reporting activities to Manager Corporate Services on a monthly basis
(4) Fixed Asset Register	<ul style="list-style-type: none"> • Assist conducting regular updates for asset register • Assist with registration of new assets for SLC and preparation of forms for assets written off. • Assist with stocktaking process when required
(5) Vehicle Maintenance	<ul style="list-style-type: none"> • Responsible for coordination with Administration unit effective implementation of SLC vehicle/machineries maintenance plan. • Responsible for diesel refuelling • Repair report on fuel utilization • Liaise with service providers • Conduct schedule checks on SLC vehicles
(6) Transportation	<ul style="list-style-type: none"> • Timely delivery of mails to clients (internal/ external) and • Assist with transportation of staff on work related matters on a daily basis.
(7) Any other duties as directed from time to time	

4. Working conditions

Work is usually performed indoors under normal working conditions in a quiet and comfortable environment. Schedules are usually established and regular, usually 40 hours per week. The job incumbent may be required to work extended hours in the evening during weekdays, weekend or during Public holidays for special tasks.

5. Physical requirements

Normal physical work environments to perform work using office computer and may also be required to deliver mails to clients from time to time.

6. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION:	Minimum qualification of Samoa Secondary Leaving Certificate level with passes in Computing, English, Accounting and Maths	Preferably UPY graduate level with accounting background.
SPECIALISED KNOWLEDGE (Technical Competencies)		Knowledge about SLC and its operations & mandates.
SKILLS AND ABILITIES (Personal Competencies):	<ul style="list-style-type: none"> • Excellent Communication and interpersonal and report writing skills. • Excellent computing Skills (MS Word, Excel) • Sound work ethics and high level of integrity. <ul style="list-style-type: none"> • Excellent Negotiation skills, Result-oriented with good financial understanding. • Analytical and presentation skills. 	
RELEVANT WORK EXPERIENCE:	Minimum 2 years relevant experience with procurement services.	
PROFESSIONAL CERTIFICATION:	Valid Driver's license	