



## POSITION DESCRIPTION – May 2023

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<b>POSITION TITLE:</b>	<b>Tender Secretariat</b>
<b>LOCATION:</b>	<b>FRCS Head Office, Suva</b>
<b>REPORTS TO:</b>	<b>Manager Facilities and Projects</b>

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### THE ORGANIZATION

The Fiji Revenue and Customs Service (FRCS) is a statutory Service established under the FRCA Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

### POSITION PURPOSE

The Tender Secretary is required to assist with the analysis and coordination of the administrative, technical and commercial aspects of tendering and contract process. The Tender Secretary is also required to assist with the efficient and compliant execution of all tendering activities in accordance with FRCS procurement standards and regulations and assist with the tracking of status and execution of projects.

As a member of the Properties Team the role contributes to the achievement of our Vision.

### ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<b>Core Duties</b>	<ul style="list-style-type: none"> <li>▪ Receive requirements from all departments for tendering process and check whether all details were filled properly giving all the details.</li> <li>▪ Prepare standardized tender templates and documents.</li> <li>▪ Develops the bid and tender strategy.</li> <li>▪ Prepare initial tender documentations and coordinate in obtaining the required approvals.</li> <li>▪ Maintain a list of qualified vendors, especially as related to planned tenders and monitoring deadlines.</li> <li>▪ Assists in preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc.</li> <li>▪ Assemble and maintain internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions.</li> <li>▪ Coordinating the receiving and opening of tender documents</li> <li>▪ Prepares Tenders status reports and expected timelines on a regular basis and when requested.</li> <li>▪ Proposing the membership of evaluation committee to the accounting officer for approval;</li> <li>▪ Coordinating the evaluation of tenders, and proposals;</li> <li>▪ Carryout administrative work of announcing bids including the preparation of advertisement, preparation of related documents,</li> </ul>

	<p>preparation of comparisons for evaluation and all works related to awarding bids.</p> <ul style="list-style-type: none"> <li>▪ Compare suppliers' bills with bids and purchase orders in order to verify accuracy.</li> <li>▪ Preparing contract documents, in line with the award decision;</li> <li>▪ Maintaining and archive documents and records of the procurement and disposal activities for the required period;</li> <li>▪ Monitor contractor performance, recommending contract modifications when necessary.</li> <li>▪ Other duties as assigned by Manager Facilities and Projects</li> </ul>
<b>Partnerships and Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Manage relationships with suppliers and other stakeholders</li> <li>▪ Assist the team to analyse contract statistics and performance, complete tasks and implement plans to ensure agreed outcomes are achieved</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>▪ Work closely with the Manager Facilities and Project to establish and review strategic priorities for Properties initiatives and building key partnerships within the organisation</li> </ul>
<b>Risk Management and Security</b>	<ul style="list-style-type: none"> <li>▪ Comply with the adopted risk management framework with the officers area of responsibility</li> </ul>
<b>Health, Safety, and Wellness</b>	<ul style="list-style-type: none"> <li>▪ Champion high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate</li> <li>▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives are supported and that relevant policies are understood, followed and implemented by all employees</li> </ul>

## DELEGATIONS

As may be delegated by Manager Facilities and Projects from time to time.

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## PERSON SPECIFICATION

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- **ESSENTIAL:** A degree Commerce or related field and 2-3 years working knowledge and experience in tendering and project management role.
- Competent in using latest analytical tools related to tender management.
- Genuinely passionate about partnering with operations and understanding the business.
- Work under limited supervision and be self-starter.

## PERFORMANCE COMPETENCY INDICATORS

As a Tender Secretariat your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Chief Finance Officer on progress and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.
- **Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below:

COMPETENCY	COMPETENCY DESCRIPTOR
<b>Process Management</b>	<ul style="list-style-type: none"> <li>▪ Consistently good at identifying the necessary processes, and organising the right people to get things done</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Knows what to measure and how to measure is so that complex processes can be refined and more can be achieved with fewer resources</li> <li>▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity</li> <li>▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities</li> </ul>
<b>Drive For Results</b>	<ul style="list-style-type: none"> <li>▪ Can be counted on to successfully exceed goals and expectations by consistently performer, continually pushing themselves and others for results</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>▪ Considers the financial impact of business decisions, can analyse financial data, sound financial decisions based on analysis</li> </ul>
<b>Courageous Conversation</b>	<ul style="list-style-type: none"> <li>▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical)</li> <li>▪ Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so</li> </ul>
<b>Presentation Skills</b>	<ul style="list-style-type: none"> <li>▪ Effectively presents to a variety of audiences on both uncontroversial and controversial topics</li> <li>▪ Commands attention and can read the audience, adjusting their approach as needed</li> </ul>
<b>Listening</b>	<ul style="list-style-type: none"> <li>▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees</li> <li>▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Uses rigorous logic and methods for recognising and solving difficult and/or hidden problems by providing effective solutions; and looks broadly for answers and searching beyond obvious answers for the best solutions.</li> <li>▪ Conducts high quality and honest analysis of information and data to aid in problem solving</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>▪ Is personally committed to and actively works to continuously improve self</li> <li>▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.</li> </ul>

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