



- Suva-based position (Fiji)
- Attractive expatriate package
- Join the principal development organisation in the region

The Pacific Community (SPC) invites applications for the position of **Procurement Officer** within its Operations and Integration collective. This position will be located at its regional office in Suva, Fiji.

## Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Integration (O&I)** collective delivers essential enabling services that support the organisation's scientific and technical portfolio. Our key functions include corporate services, programme support, partnerships, resource mobilisation, and strategic engagement. These services are coordinated through our regional and satellite offices across the Pacific and Europe. Additionally, the O&I collective leads a dedicated workstream focused on organisational change and transformation to drive continuous improvement and adaptability.

The role – **Procurement Officer** will manage procurement activities, including sourcing of goods, and development of requirements; provide accurate advice on procurement activities; and ensure compliance with organisational policies; and assisting with the mainstreaming of social and environmental principles in SPC's procurement practices.

The key responsibilities of the role include:

### Operations: procurement

- Manage the procurement actions for the division, including Requests for Proposals (RFPs), Requests for Quotations (RFQs,) and exceptions requests in accordance with SPC's *Procurement Policy*.
- Manage the RFP for other allocated divisions or programmes, and provide support on RFQs and other procurement processes.
- Prepare procurement documents for Requests for Proposals (RFP) and Requests for Quotations, including the technical statement of needs.
- Provide support to all division programs/projects (and any other allocated divisions) with the formulation of their annual procurement plans, and development of their procurement documentation.

### Guidance

- Provide advice to assigned division staff and other allocated SPC divisions on procurement processes, including appropriate use of exceptions.
- Provide advice to decision-makers (including the Procurement Committee) on complex procurement issues taking into account stakeholders' requirements to ensure value outcomes.
- Provide advice to decision-makers on how to manage ethical issues; integrity demonstrated.

### Outreach, education and training

- Provide capacity building to SPC staff in procurement functions.
- Build collaborative relationships with staff across OMD and SPC.
- Ensure communication with key stakeholders and build strong relationships.

### Systems and processes

- Contribute to improving procurement tools and systems to assist with building understanding and compliance and facilitate project audits.
- Implement improvements in processes, procedures and systems, including assisting with mainstreaming SPC's social and environmental principles in procurement actions.
- Identify recommendations on policy and process updates.
- Process improvements collaboratively identified and implemented.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

# Key selection criteria

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## Qualifications

- Bachelor's degree in law, finance, procurement, administration, international relations, sustainable development and or equivalent body of knowledge and experience.

## Technical expertise

- At least 6-7 years' experience providing advice on procurement matters in a public sector environment.

## Language skills

- Excellent English communication skills (oral and written) with a working knowledge of French being an advantage.

## Interpersonal skills and cultural awareness

- Ability to work in a multicultural, inclusive and equitable environment.

# Salary, terms and conditions

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**Contract Duration – 3 years** – subject to renewal depending on funding and performance.

**Remuneration** – The **Procurement Officer** is a band 9 position in SPC's 2026 salary scale, with a starting salary range of 2,399–2,998 SDR (special drawing rights) per month, which currently converts to approximately FJD 7,412–9,265 (USD 3,214–4,018; EUR 2,900–3,625). Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax. An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to experience and qualifications. Progression within the salary scale will be based on annual performance reviews. Remuneration of expatriate SPC staff members is not subject to income tax in Fiji; Fiji nationals employed by SPC in Fiji will be subject to income tax.

**Benefits for Staff in a position advertised internationally (EPAI) whose duty station is Suva** – SPC provides a housing allowance of FJD 1,500–5,200 per month. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8% of salary, to which SPC adds a 10% contribution).

**Languages** – SPC's working languages are English and French.

**Recruitment principles** – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilingualism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's Privacy Policy.

# Application procedure

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**Closing Date: 8 March 2025 at 11:59pm (Fiji time)**

**Job Reference: TT000170**

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided. Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

For international staff in Fiji, only one foreign national per family can be employed with an entity operating in Fiji at any one given time. SPC may assist on a case-by-case basis with submissions to Fiji Ministry of Foreign Affairs for their consideration and final approval. SPC cannot and does not make any guarantee whatsoever of approval for such applications to Fiji Ministry of Foreign Affairs and where an application is approved, the spouse or partner will be subject to such terms and conditions as may be set from time to time by the Ministry.

**SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.**

**Screening Questions (maximum of 2,000 characters per question):**

1. What steps do you take to develop and implement an effective annual procurement plan? Provide an example of how you successfully supported a team in achieving their procurement objectives.
2. Procurement often involves balancing competing priorities, such as cost, quality, and timeliness. Describe a challenging situation you encountered in procurement and how you resolved it.

3. How would you ensure procurement processes are transparent and fair while also aligning with an organization's policies and values?  
Share an example from your experience.