

# Tuvalu Fisheries Authority – Job Description



<b>Position title</b>	<b>Procurement and Asset Manager</b>	
<b>Level and Salary</b>	<b>L4</b>	<b>\$19,486 to \$29,400</b>
<b>Employer and section</b>	<b>Tuvalu Fisheries Authority</b>	<b>Corporate Services</b>
<b>Location</b>	<b>Funafuti</b>	
<b>Reports to</b>	<b>Deputy Director (Corporate Services)</b>	
<b>Supervises</b>	<b>Assistant Asset Officer/Storekeeper</b>	

## ***Job Purpose:***

To manage the procurement, clearing, tracking and management of all TFA equipment and supplies, in line with the Asset Management Policy and the Financial Policies and Procedures, as well as arranging shipping of equipment and supplies to the outer islands.

## ***Key Responsibilities:***

The post holder will ensure that TFD has the equipment it needs for its work programmes in Funafuti and other islands, maintains proper records of all assets, and complies with the relevant rules on procurement and asset management.

## ***Main duties and outcomes:***

Under the supervision of the Deputy Director:

- Manage the procurement process for all equipment and supplies for the Department: obtain quotations, prepare the evaluation and evaluation report, and ensure procurement is approved by the Senior Management Committee;
- Prepare documentation for orders from overseas and ensure invoices are received and processed for payment;
- Receive and check shipping documents needed for clearance, following up with suppliers if necessary;
- Clear supplies ordered from overseas from the main wharf and arrange delivery to TFD;
- Check that goods received have been supplied in the correct quantities and meet specifications;
- Ensure that assets are registered, and any transfer of handover is properly documented;
- Carry out periodic checks on the presence and condition of assets;
- Arrange shipping and loading of supplies for activities in the outer islands;
- Any other duties as directed by the Deputy Director.

## ***Mandatory Requirements:***

### Qualifications and experience

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- Diploma or Degree in business, administration or similar relevant field ;
- At least 2 years' experience of handling procurement and/or asset management.

### Skills and Abilities

- Computer skills including asset management programmes
- Ability to understand and apply policies and financial instructions
- Knowledge of written and spoken English
- Excellent organisational and time management skills
- Flexible attitude and ability to adapt appropriately to changing requirements and situations

### ***Desirable Requirements:***

- Experience of clearing overseas cargo from customs;
- Experience of loading supplies for shipment to the outer islands.

### **Special Conditions**

The successful applicant may need to work outside normal working hours.

Some travel to the outer islands to hand over equipment and supplies may be needed.