



(PNG UNIVERSITY OF NATURAL RESOURESE & ENVIRONMENT)

JOB DESCRIPTION

		POS. NO UNRE PS 001
DEPARTMENT PNG University of Natural Resources & Environment	DESIGNATION/CLASSIFICATION PURCHASING OFFICER	
OFFICE/AGENCY CHANCELLORY	LOCAL DESIGNATION Purchasing Officer	
DIVISION <i>Bursary ADMINISTRATION</i>	HIGHEST Storeman	SUBORDINATE POS.NO.
BRANCH Estates and Services	IMMEDIATE SUPERVISOR Bursar	POS. NO. UNRE BUR 001
SECTION Transport & Stores	LOCATION VUDAL, EAST NEW BRITAIN	

1. PURPOSE

The Purchasing Officer is responsible for overseeing and ensure informed purchasing decisions are made and to improve procurement effectiveness by providing expertise and advice to the University departments.

2. ACCOUNTABILITIES

- Support the academic, administrative, and operational activities of the University by locating competitive sources of quality goods/materials and services which meet the University's high standards.
- Negotiate goods/materials with suppliers arrange for delivery when and where needed.
- Monitor supplier compliance with purchase order contracts and resolve discrepancies.
- Contribute to the financial wellness of the University by practicing careful and diligent management of purchases and assets through the active participation in planning and implementation of sound financial and ethical decisions.

3. MAJOR DUTIES

- Coordinating the purchase of materials and services for all functions of the University.
- Providing value added services to the University by constantly striving to find new and better products, sources of supply, and better ways of meeting the needs of the using departments.
- Maintaining liaisons with the vendors that service the University.
- Developing University purchasing standards based upon value analysis, economies of scale, total acquisition costs, and budget limitations.
- Assisting University departments in locating substitute materials in cases of emergencies, material shortages, strikes, or other external circumstances.
- Maintain updated records of purchased products, delivery information and invoices
- Prepare monthly reports on purchases, including cost analyses to Bursary.

4. POSITION AND PERSON SPECIFICATIONS

(a) QUALIFICATIONS

- Bachelor's in business management/commerce or relevant in recognized tertiary institution

(b) KNOWLEDGE (Policies/legislations/system/process)

- Should understand the foundational principles of logistics
- Public Service Management Act
- Public Service Financial Management Act & Financial Instructions
- PS General Order
- UNRE Act
- UNRE Statute

(c) SKILLS

- Computer Literate (Word/Excel)
- MYOB
- Should Posses Management/Supervisory Skills
- Must have a high level of oral and written communication skills.
- Good Public Relations
- Assets Inventory skills
- Purchasing skills
- In good health

(d) WORK EXPERIENCE

- Must possess a minimum of five (5) years' experience in supervisory role, purchasing and its management, administration of purchasing, asset registry/management and relevant duties.