



**PACER Plus**  
IMPLEMENTATION UNIT

## TERMS OF REFERENCE — STA CONTRACT OFFICER

Title of Assignment:	STA — Contracts Administration Officer (Samoa Nationals only)
Duration:	3 Months
Location:	Onsite PPIU Office
Start Date (Est)	Mid December 2024 — Mid March 2025

### Background

The PACER Plus Implementation Unit (PPIU) established in Samoa and have the legal capacity of an international organisation under the law of Samoa. The PPIU is governed by the ‘Memorandum of Arrangement relating to the establishment of the PACER Plus Implementation Unit, and its Constitution’ (the ‘Constitution’).

The PPIU manages and delivers the PACER Plus Development and Economic Cooperation Work Programme, providing assistance to Pacific PACER Plus members to strengthen their capacity to benefit from regional and international trade and contribute to achieving economic growth and sustainable development.

### Key Responsibilities

The scope of the work shall include but not be limited to the following:

- Support the PPIU procurement processes in line with PPIU Procurement Policy.
- Provide assistance for non-complex procurement process (review procurement request, develop procurement plan issue EOI, prepare bid analysis as directed)
- Assist and prepare payment requests and submission to finance.
- Working with Activity Supervisors/Component Leads, support drafting of contracts for PPIU consultants (Consultancy Agreements) and partner organisations (Letter of Agreements), seeking relevant approvals and signatures internally.
- Preparation and monitoring of contract amendments. Communication between the consultants/contractors, corporate/finance teams, and Activity Supervisor/Component Lead.

- Maintain the PPIU Contracts Register, ensuring consistency between contracts on file, active and closed contracts, working closely with PPIU Programme Accountant, including regular updating of the financial forecast based on contracted commitments.
- Facilitate PACER Plus travel requests ensuring compliance with PPIU Travel Policy for attending personnel.
- Undertake due diligence of contractors/consultants following PACER Plus risk management procedures. Note this is different from undertaking reference checks detailed in the recruitment process below.
- Coordinate the Contractor Performance Assessment process, including seeking inputs to Performance Assessment Reports, obtaining relevant feedback from Activity Supervisors/Component Leads, from Contractors, ensuring sign off/endorsement from PPIU, and appropriate record keeping.
- Provide support to contractors/consultants (and National Coordinators) undertaking procurement of using PACER Plus, ensuring compliance with PPIU Operations Manual.
- Drafting and placement of Vacancy Advertisements.
- Coordinating responses to questions and correspondence with applicants (monitoring of [procurement@pacerplus.org](mailto:procurement@pacerplus.org) email).
- Provide briefings for panel members, scheduling of interviews.
- Collation of interviewer score sheets, preparation of Recruitment Evaluation and Recommendation Reports,
- Undertake reference checks for newly recruited Contractors and Consultants.
- Support development of Recruitment Plans, coordination with recipient agencies to identify key counterparts, panel members, confirm scheduling of start dates, interview dates etc.
- Assist in establishing and maintaining vendor pool and bidding process with Panel
- Prepare and maintain vendor list database.

### **Qualification requirements**

Preference will be given to Samoa-based consultants who possess the following qualifications, skills and experience, and personal specifications:

#### **1. Qualifications:**

- Graduate Qualifications in Law, Business, International Trade, Social or Political Sciences, Economics, Commerce, Human Resources, or related area from a recognised tertiary institution.

#### **2. Skills and Experience:**

- At least 5-7 years' experience working in the public sector (highly desirable), and/or with other donor funded programs (advantageous).
- Solid knowledge and experience working in the trade/investment/service sectors.
- Strong knowledge and experience of procurement and contracting
- Demonstrated commitment to investment effectiveness, gender equality, disability awareness and social inclusion.
- Ability to develop dynamic working relationships with a range of private sector, government, and community stakeholders in complex and often challenging circumstances.

- A self-driven, proven team-player with well-developed interpersonal, communication, and relationship-brokering skills.
- Excellent verbal and written communication skills in English.
- Proficiency in Information and Communications Technologies including but not limited to Microsoft applications (Teams, Word, Excel, Outlook, SharePoint and PowerPoint); Communications applications (Zoom, WhatsApp, Conference applications and search engines).

Preference will be given to Samoa-based consultants who possess the following qualifications, skills

### **Remuneration**

The consultancy is a monthly lump sum contract with range from WST 3,500 to WST 5,000 per month based on the consultant's experience level, and qualifications.

### **Application Process**

- Interested applicants are encouraged to complete PPIU Employment Application Form ([Link](#))
- Applications close on 13 December, 2024 at 12:00PM (GMT+13:00)

*PPIU is an equal opportunity employer and is committed to child protection. We encourage women, men and people living with disabilities to apply.*

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