



## POSITION DESCRIPTION

POSITION TITLE	<b>Procurement and Compliance Officer</b>
DURATION	3 years with the opportunity for extension for a further 2 years
LOCATION	Samoa (for Samoa nationals only)
POSITION REPORTS TO	PPIU Operations and Secretariat Manager

### ABOUT THE PPIU

The PACER Plus Implementation Unit (PPIU) was established on 21 July 2021, and the Host Agreement was signed with the Government of Samoa on 9 September 2021. The PPIU's main objective is to assist Parties to the Pacific Agreement on Closer Economic Relations (PACER) Plus to implement the Agreement and related arrangements by managing the delivery and implementation of the Development & Economic Cooperation Work Programme.

The Work Programme helps the eight Pacific PACER Plus Parties (the Cook Islands, Kiribati, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) to strengthen their capacity to benefit from regional and international trade and contribute to economic growth and sustainable development. It coordinates delivery of the Work Programme, provides technical and operational support to Parties, facilitates engagement among Parties and stakeholders, and supports monitoring and reporting on progress.

The PPIU operates in accordance with its Constitution and supports the governance arrangements of the Agreement, including providing support to the PACER Plus Joint Committee and Budget Committee as required.

### ROLE PURPOSE AND EXPECTED OUTCOME

The Procurement and Compliance Officer is a key enabling role within the PPIU, responsible for ensuring that all procurement activities, contractual arrangements, and programme operations are conducted with integrity, transparency, and full compliance with applicable rules, policies, and donor requirements.

The Officer provides expert guidance and hands-on coordination across the full procurement lifecycle. The role is also responsible for supporting the effective compliance to donor funding conditions, the Operations Manual and related policies, and applicable international standards. The Officer works

closely with technical programme staff, finance, and senior management to embed good governance practice across all PPIU operations.

## **POSITION ACCOUNTABILITIES**

To achieve the expected outcomes the Procurement and Compliance Officer will perform the following roles and responsibilities.

### **Procurement Coordination**

- Lead the coordination of planning, design, and execution of all PPIU procurement processes, including open tenders, restricted tenders, requests for quotation, direct sourcing, and expression-of-interest processes.
- Under the direction of the Finance Team, develop and maintain annual procurement plans aligned to programme workplans and funding cycles, ensuring timely initiation of procurement to avoid programme delivery delays.
- Prepare high-quality procurement documentation including terms of reference, statements of work, evaluation criteria, tender notices, request for proposal documents, and evaluation reports.
- Convene and support evaluation panels, ensuring processes are documented, conflict-of-interest declarations are obtained, and selection decisions are fully justified and recorded.
- Assist with negotiating, finalising, and executing contracts, grants, and consultant agreements in accordance with PPIU delegations and donor requirements.

### **Contracts Administration**

- Maintain a centralised contracts register capturing all active agreements, including key dates, financial obligations, performance milestones, and completion status.
- Engage professionally with suppliers, consultants, and service providers, ensuring the PPIU's procurement practices support its reputation as a transparent and fair procuring entity.
- Monitor contract performance, proactively identify issues or delays, and work with programme staff and contractors to resolve problems and document agreed remedies.
- Process and review contract variations, extensions, and amendments, ensuring appropriate approvals are obtained and documentation is complete before implementation.
- Provide timely advice to programme staff and management on contractual rights, obligations, and remedies, escalating disputes or performance concerns as required.

### **Compliance and Risk Management**

- Maintain and continuously improve the PPIU's compliance framework, ensuring policies, procedures, and controls reflect current donor requirements and applicable governance standards.
- Conduct regular compliance reviews of procurement and contracting activities, identifying gaps, errors, or areas of risk and developing corrective actions.
- Ensure all procurement files are complete, well-documented, and audit-ready, with clear audit trails from need identification through to contract close-out.

- Monitor and ensure compliance with anti-corruption, conflict-of-interest, safeguarding, environmental and social, and other applicable cross-cutting policies.

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- A minimum of five (5) years of professional experience in procurement, contracts management, compliance, or a closely related role — preferably within an international organisation, development programme, or public sector entity.
- Demonstrated experience managing end-to-end procurement processes, including competitive tendering, evaluation, negotiation, and contract execution.
- Proven experience in contract administration, including monitoring performance, processing variations, and managing contractor relationships.
- Experience operating within compliance frameworks and audit environments, including responding to donor or government audits and implementing corrective action plans.
- Experience working with multi-donor funded programmes and familiarity with the procurement and compliance requirements of major development partners (e.g. Australia DFAT, New Zealand MFAT, or multilateral donors).
- Demonstrated experience in preparing high-quality documentation including procurement plans, evaluation reports, and compliance reports.
- Knowledge of PACER Plus or Pacific trade and development policy is an advantage.

### **Essential Qualifications**

- A bachelor's degree or higher in law, commerce, business administration, public administration, supply chain management, finance, or a related discipline.

### **Technical Expertise**

- At least six years' experience in the accounting field and experience with national/regional and or international organisation would be an added advantage.
- Demonstrated experience in financial management and accounting, programme and project fund management including monitoring and evaluation, proposal and report writing.
- Strong understanding of Microsoft Office, spreadsheet applications and computerised accounting systems, with sound knowledge on accounting systems.

### **Personal specifications**

- Ability to communicate effectively and work with people of diverse cultures and backgrounds.
- Ability to build rapport and productive relationships with colleagues and external stakeholders across public, private and non-government sectors in a Pacific setting.
- Excellent organisation skills, professional approach, timely delivery and responsive.
- Positive team player, with strong mentoring/peer support approach.