



**LEGAL AID COMMISSION**  
*"An Equal Opportunity Employer"*

**POSITION DESCRIPTION**

<b>Employee:</b>		<b>Employee ID:</b>	
<b>Salary Scale:</b>	<b>[\$28,879.45 - \$35,437.47]</b>	<b>Position:</b>	<b>Administration Officer (Procurement)</b>
<b>Level</b>	<b>Adm 04</b>	<b>Duty Station</b>	<b>Suva</b>
<b>Reports to:</b>	<b>Senior Administration Officer</b>	<b>Report</b>	<b>N/A</b>

**About Legal Aid Commission**

The Fiji Legal Aid Commission is a statutory body established by the Legal Aid Act of 1996 and the 2013 Constitution of Fiji with the mandate of providing equal access to justice to Fijians, particularly those who do not have the means to access legal services in family law, criminal law and some areas of civil law. The Commission has over 26 branches all over Fiji and also attends the inter-island court sittings to ensure that all Fijians have greater access to legal services and representation.

**Position Purpose**

The Administration Officer is the point of contact for all employees to provide administrative support in overseeing purchasing activities and ensuring that purchased items are properly managed, cost-efficient and of high quality.

**Key Responsibilities**

Duties Include:

- Oversee all activities relating to purchasing
- Develop plans of purchase of stock and supplies
- Enforce the Commission's procurement procedures
- Review, compare and analyze products to be purchased
- Manage inventories and maintain accurate purchase and pricing records
- Maintain supplier information and ensure professional supplier relationship
- Prepare regular reports on updates
- Any other duties assigned by supervisor

## **PERSON SPECIFICATION**

A Bachelor's Degree in Business Management/Administration with at least 3 years of relevant experience **OR** a Diploma in Business Management/Administration with at least 5 years of relevant experience in areas of procurement and stock management

## **KNOWLEDGE & EXPERIENCE**

- Oversee the efficient planning, and implementation and monitoring of the procurement action plan and their coordination and formulation of Annual Procurement Plan.
- Develop plans of purchase of stock and supplies
- All activities within the procurement action plan and procurement plan are achieved and delivered within agreed timeframes, and compliant with all relevant processes, legislations and policies.
- Develop and maintain business relationships with vendors, suppliers and contractors to facilitate smooth flow of goods and services, as well as monitor supplier performance.
- Work in collaboration with the Tender Committee, within the financial and relevant regulatory framework and policies.
- Review, compare and analyze products to be purchased
- Manage inventories and maintain accurate purchase and pricing records
- Maintain supplier information and ensure professional supplier relationship
- Prepare regular reports on updates
- Any other duties assigned by supervisor

## **SKILLS & ABILITIES**

- Strong analytical and decision making skills
- Demonstrated ability to synthesize information from many sources
- Excellent communications skills both verbal and written
- Flexible yet demonstrates strong ethical standards and good work ethics without compromising his/her position and that of the organization
- Proven work ability to maintain confidentiality and be a team player in a challenging environment