



# Solomon Islands Electricity Authority trading as **SOLOMON POWER**

## PROCUREMENT SPECIALIST, SOLOMON POWER

Solomon Islands Electricity Authority trading as Solomon Power invites applications from qualified individuals for our **Procurement Specialist** role an integral role for Solomon Power for procurement of various components of its projects; and to manage the contracts funded by World Bank (WB) under Solomon Islands Sustainable Energy Project (SISEP) & other projects as may be necessary (e.g. Solomon Islands Energy Access Expansion Project & Solomon Islands Electricity Access & Renewable Energy Expansion Project - Phase II - SIEAREEP) & other projects.

This role will report to Manager Contracts. The person will initially take the lead to carry out procurement activities while working alongside Solomon Power team members and consistently undertaking knowledge transfer and training of Solomon Power personnel. Over time the role will progressively take a support role to the Solomon Power team as the Solomon Power team's capacity is enhanced.

The key objectives of this engagement are to:

- Procure goods, works and services in consultation and approval from Solomon Power as listed in procurement plans and for other projects as may be necessary
- Provide comprehensive procurement training including providing documentation and process flow charts to Solomon Power team in WB procurement processes and ADB procurement processes and procedures. Successful transfer of knowledge and development of Solomon Power's capacity to take on procurement activities is a key measure of satisfactory performance
- Provide procurement support to Solomon Power for preparing for new projects, especially the preparation of documents such as procurement strategy, procurement plan, etc.
- Assist reporting for World Bank and Asia Development Bank projects and other projects as may be necessary

Interested individuals meeting the following requirements are encouraged to submit their applications which must include a CV detailing their fit for this role.

### Essential requirements of the role:

#### Professional experience:

- At least 5 years' experience in the procurement of goods, works and consulting services through the World Bank procurement processes and procedures, or with similar international financing institutions.
- Has Electricity Utility working experience
- Demonstrated experience to produce progress reports
- Extensive experience in Procurement/Project Management
- Demonstrated good written and oral communication skills

**Skills:** Demonstrated good written and oral communication skills; and proven experience to deliver outcomes within tight timeframes.

**Desirable attributes:** Experience working in the Pacific Region

#### Duration of engagement:

The estimated level of effort is for 6 man months over an 18 month period during which time the Procurement Specialist will spend 80% of time in Solomon Power in Honiara. The rest of the time (20%) the Procurement Specialist is expected to work remotely/working from home. The Procurement Specialist is expected to provide the estimated level of effort based on the scope of services required as detailed in relevant TOR. Furthermore, there is a possibility of additional and follow on work if required by Solomon Power.

The contract will be initially financed out of SISEP, which is due to close in March 2019, so it is expected the financing for the remainder of the contract to transfer to SIEAREEP.

It is anticipated that travel will be required to Honiara during the contract period to deliver critical stages of projects and this will be initially agreed with Solomon Power's designated Responsible Manager.

Applications close end of day, Solomon Islands time, **Thursday 12<sup>th</sup> April 2018**.

"Terms of Reference" (TOR) for the role can be obtained from Solomon Power's Corporate Services Division via Ms. Lucy Piko, contactable 08.30am to 04.00pm Solomon Islands time, Monday to Friday via Solomon Power switchboard telephone numbers 38842, 38843, 38845 or 166 and then to extension 300 and/or via email address: [Lucy.Piko@solomonpower.com.sb](mailto:Lucy.Piko@solomonpower.com.sb).

Applications must include a cover letter and a clearly outlined CV that must include names and contact details for 2 referees. An application can be submitted in one of two ways: in a sealed envelope and clearly marked "**Procurement Specialist**" and addressed to:

#### Chief Executive Officer

Solomon Islands Electricity Authority

P.O. Box 6

Honiara

**Attention: General Manager Corporate Services**

Alternatively you can send in your application pack to include your CV and details of 2 referees to restricted email address: [recruitment@solomonpower.com.sb](mailto:recruitment@solomonpower.com.sb), to be received before end of day, Solomon Islands time, **Thursday 12<sup>th</sup> April 2018**.