

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Procurement Team Leader** within its Operations and Management Directorate.  
This position will be located at its headquarters in Noumea, New Caledonia.*

## Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

**The role** – the **Procurement Team Leader** will lead and manage the Noumea-based Procurement Team members to deliver high quality advice and service for procurement activities; to provide accurate, expert and specialist advice on complex procurement activities; to build organisational capacity, capability and understanding of SPC's Procurement Policy and to identify and implement improvements in processes.

**The key responsibilities of the role include the following:**

### Operations: procurement

- Manage the Noumea-based procurement staff to achieve quality outcomes from procurement activities, deliver high quality advice and harmonised and consistent service across SPC.
- Manage and maintain the external relationships with vendors and bidders, including preferred suppliers.
- Ensure quality customer service is provided to SPC's divisions undertaking procurement activities, and divisional relationships are maintained.

### Advice

- Provide expert advice on SPC procurement processes, including appropriate use of exceptions, and supply or sourcing matters.
- Advice to decision-makers (including the Procurement Committee) on complex procurement issues taking into account stakeholder's requirements to ensure value outcomes.
- Advice provided to decision-makers on how to manage ethical issues; integrity demonstrated.
- Risks identified, mitigated and/or escalated.

### Management of staff

- Manage the procurement staff and resources.

### Outreach, education and training

- Provide capacity building to SPC staff in procurement functions.
- Builds collaborative relationships with staff across OMD and SPC.
- Ensure communication with key stakeholders and builds strong relationships.

### Systems and processes

- Identify and implement improvement to procurement tools and systems to assist with building understanding and compliance.
- Identify recommendations on policy and process updates.
- Lead on a components of improvements in procurement.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

## Key selection criteria

### Qualifications

- Master's degree in a related field.

### Technical expertise

- At least 7-8 years' experience leading a team providing advice on procurement matters in a public sector or not-for-profit environment.
- Excellent verbal and written communication and negotiation skills.

- Excellent analytical skills.

#### Language skills

- Fluent in English and French.

#### Interpersonal skills and cultural awareness

- Knowledge of Pacific Island countries and territories is an advantage.

## Salary, terms and conditions

---

**Contract Duration** – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

**Remuneration** – the **Procurement Team Leader** is a Band 11 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,206-5,161 per month, which converts to approximately XPF 637,132-781,844 (USD 5,636-6,916; EUR 5,339-6,552). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

**Benefits for international staff employees based in New Caledonia** – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

**Languages** – SPC's working languages are English and French.

**Recruitment principles** – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

## Application procedure

---

**Closing date:** 10 December 2023 – 11:00 pm (Noumea time)

**Job Reference:** CR000140

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

#### Screening questions (maximum of 2,000 characters per question):

1. In a team leadership role, effective communication is crucial. How do you ensure clear and open communication within the procurement team and with external stakeholders, such as suppliers and other parts of the organisation?
2. Describe a successful procurement project that you have managed from start to finish. What were the key objectives, challenges, and outcomes, and how did your leadership contribute to its success?
3. What technology and tools are essential to ensure a high performing procurement team and what technology and tools have you used to optimise procurement processes and increase efficiency within your team? How do you stay informed about emerging procurement technologies and trends?