



# **APPLICANT INFORMATION PACK**

**Chief Procurement Officer**

## Overview

This role is based at the National Office in Port Moresby and is required to provide strategic direction, leadership and overseeing the main functions of the Procurement Business Unit including, Inventory Planning, Procurement Management, Storage & Logistics and Supply Chain Management.

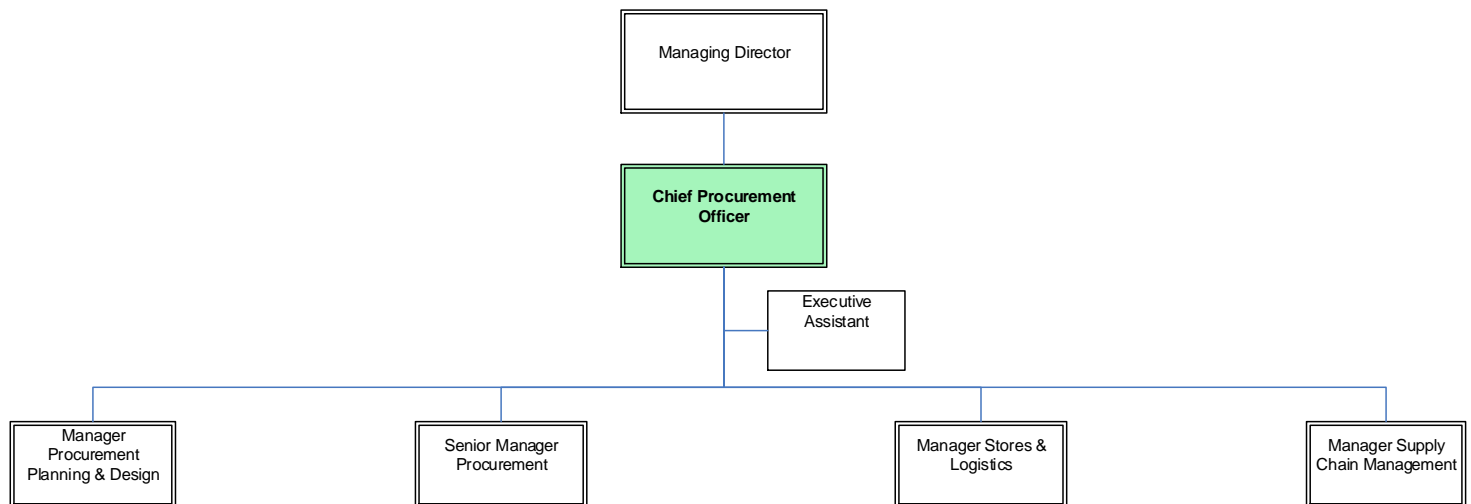
## The Role

Reporting to the Managing Director, this position is responsible to assume overall responsibilities of managing procurement management for the entire PPL Operations in terms of;

- Procurement Strategic Planning, Policy Deployment, Cost Saving Measures, Managing Procurement Systems, Inventory Needs Assessment, Stock Control & Management, Tendering & Supply Contract Administration.
- compliance with procurement regulations, legal requirements, satisfy stakeholder needs, provide support and specialist advice to users, and deliver value for money and supplier performance management
- Identifying potential suppliers and conducting negotiations on high-value or strategic categories.

## Reporting Relationships

This role reports to the Managing Director. The team structure is depicted below.



### Key Responsibilities and Accountabilities

The following table highlights this position's key responsibilities and accountabilities. It is not an exhaustive list however, and the position holder can expect to be engaged in other activities where they can add value to PPL and for which they are competent.

You are <u>responsible</u> for the following activities	You are <u>accountable</u> for how well the following deliverables are achieved
Procurement Strategic Planning	Develop Procurement Strategies that is aligned with the PPL Corporate Plans and stipulate Activity Matrix that shows how the strategies will be achieved, by whom and when and continuously monitored, revised and report on.
Policy Deployment	Creation and improvement of Best Practice based Procurement Planning, Supply chain, Warehousing, Tendering Guidelines and Policies are developed and continuously revised to ensure transparency, compliance, value for money and reduces fraud activities.
Cost Saving Measures	Cost saving measures or opportunities identified and realized and implemented to ensure inventory cost minimized.
Managing Procurement Systems	Effective procurement systems selected and managed to avoid cumbersome and speed up processes.
Managing Procurement Centre of Excellence	A Procurement Centre of Excellence (CoE) is built to help transform Procurement, and also support broader transformation of the value chain and the business.
Inventory Needs Assessment	Plan Inventory Re-Order and Maximum Stock levels are set up and maintained.
Service Level Agreement & Management Reporting	Supplier contractual deliverables are efficiently met and delivered on time to ensure value for money supplier services.
Tendering	Timely selection and awarding of supply contracts to preferred contractors to ensure continuity of supply and or to facilitate start of projects on time.
Stock Categorization	All Stocks Items are allocated Vocab and Locator numbers clearly labeled on warehouse shelves to ensure efficiency and error free receipts and issues.
Stock Purchase	Timely purchases of Stocks Items to avoid stock depletion and to ensure stock is availability to meet PPL business needs met.
Receipt and Storage	Stocks are timely Received and Stored correctly in the right bin locators and in an appropriate warehousing environment
Stock Control & Management	Stocks are received, dispatched, audited and controlled to reduce cash tied to inventory.
Issuing Stock Items	Stocks Items are efficiently issued, input processed,

You are <u>responsible</u> for the following activities	You are <u>accountable</u> for how well the following deliverables are achieved
	accounted for and delivered on time to internal customers.
Stock taking and adjustments	Continuous stock-takes utilizing best practice stock taking processes to mitigate risks of stock losses perform stock adjustments for surplus and shortages and reconcile inventory stock to GL.
Stock Disposal	Obsolete and damaged Stocks items are disposed of according to company best practice stock disposal policies and procedures.
Fuel Management	Manage Fuel Supply Contracts and ensure no power station is shut down due to lack of fuel availability and is cost effective.
Supply Contract Administration	Supply contracts are administered and managed. Monitor compliance with preferred contracts and anticipated spending levels. Price variations and supply contracts are within agreed contractual terms. Ensure shipping and custom clearance are efficiently handled by the contracted contractor to mitigate risks of losses, storage costs, etc
Period Close	Timely Period Close for Purchasing and Inventory systems to ensure Management/Financial Reporting furnished within time.
Team Management	The Procurement functional team resources are commensurate with the needs of the business and comply with both company and legislative requirements, ensuring that all the necessary resources are readily available for staff to execute the core objectives of the business group.
Relationship Management	Positive and constructive relationships are established and maintained with fellow members of the PPL Team. Members of the wider PPL Team and relevant functional Divisions are appropriately involved in and kept informed of Procurement Team's activities and matters affecting their areas of responsibility. Strategic level relationships are established and maintained with the Procurement Team's key service providers and customers.



## Selection Criteria

1. A University qualification in Business Management or related fields or post graduate qualifications in Business, Management or related field.
2. Demonstrate a successful track record in a senior or top level management position.
3. Have significant experience in executive or senior management particularly in the energy sector and should have managed a significant number of professionals in a commercial environment that deals extensively with supporting and enabling core business functionality
4. Sufficient experience and be able to demonstrate success in supporting organisation turnaround in terms of culture and performance, addressing inadequate service standards and introducing new concepts and methods of working.
5. Strong asset and people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.
6. You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.

## Remuneration

An attractive remuneration package is on offer, and salary will be commensurate with experience and qualifications.

## How to apply?

Please review the following *essential* requirements for application to this role.

## What to submit with your application?

A. Response to the Selection Criteria. Please provide details of your prior skills and experience in accordance with each of the Selection Criteria detailed below. Your response should be no more than a total of three pages, with 2-3 paragraphs for each Selection Criteria.

1. *A University qualification in Business Management or related fields or post graduate qualifications in Business, Management or related field.*
2. *Demonstrate a successful track record in a senior or top level management position.*
3. *Have significant experience in executive or senior management particularly in the energy sector and should have managed a significant number of professionals in a commercial environment that deals extensively with supporting and enabling core business functionality*
4. *Sufficient experience and be able to demonstrate success in supporting organisation turnaround in terms of culture and performance, addressing inadequate service standards and introducing new concepts and methods of working.*



5. *Strong asset and people management skills and be able to demonstrate success in organization transformation, have strong business acumen and be recognized as an inspirational leader.*
6. *You will need to be a person that is; Driven to create change with proven capabilities, Forward thinking, strategic and disciplined, Inspiring, caring and works well with others for superior results, Takes personal accountability and Customer centric.*

[NOTE: The above selection criteria **must** be specifically addressed in order to be considered for the position. Applications not addressing this selection criterion may not be considered for the role.]

B. Curriculum Vitae. Please provide a copy of your curriculum vitae, including details of your work experience and qualifications.

C. Referees. Please provide the names and contact details of three referees who can provide a reference on recent and past work experience. Details should include current phone numbers and email addresses.

### **When to submit?**

Applications must be received by **COB Tuesday 25<sup>th</sup> September, 2018**.  
Late applications may not be considered.

### **How to submit?**

The preferred method of submission is by email to **recruitment@pngpower.com.pg** clearly indicating the subject as **"LEAD-VAC"**

You may also submit your application through mail or hand delivered to the following addresses:

**Postal Address:**                      **The Recruitment Officer  
PNG Power Ltd  
P O Box 1105, BOROKO, NCD**

**Hand Delivered:**                      **PNG Power Head Office, Cnr Wards Road, Hohola, NCD**