

# Procurement and Risk Officer, BRACE PMU Position Description

<b>Reporting to:</b>	Team Leader, BRACE PMU	<b>Work location:</b>	Ministry of Education and Training, Fasi-moe-Afi, Tonga
<b>Team:</b>	BRACE Project Management Unit	<b>Direct reports:</b>	Operations Manager

The Procurement and Risk Officer plays a critical role in ensuring that the BRACE Project in Tonga is delivered with integrity, transparency, and strong compliance. Working under the leadership of the Operations Manager, this role supports the full procurement cycle, contract management, risk monitoring, and compliance processes that underpin the effective delivery of BRACE activities. The position ensures that procurement and risk management systems meet the standards of the Green Climate Fund (GCF), the Government of Tonga (GoT), and Save the Children Australia (SCA).

## **Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)**

The Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) initiative is a new multi-country initiative delivered in Tonga, South Sudan and Cambodia and majority funded by the Green Climate Fund (GCF). BRACE in Tonga will be delivered through a partnership between the Executing Entity (EE) the Government of Tonga, through the Ministry of Education and Training (MET), and the Accredited Entity (AE) Save the Children Australia. The BRACE Project Management Unit (PMU) will be established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period. The Procurement and Risk Officer is a key member of the PMU.

## **Role requirements**

### **Procurement and Contracting**

- With oversight from the Operations Manager, implement the Annual Procurement Plan in alignment with GCF, MET and Save the Children procurement policies.
- Manage day-to-day procurement processes, including preparing RFQs/RFTs, bid evaluations, vendor selection documentation, and procurement minutes.
- Ensure procurement processes are competitive, transparent, and well-documented to uphold donor confidence and audit readiness.
- Maintain an up-to-date procurement tracking system and filing structure for all procurement activities.
- Support contract preparation, ensuring accuracy, completeness, and compliance with approved templates and legal requirements.
- Monitor contract performance, delivery timelines, and vendor obligations, escalating delays or issues to the Operations Manager.
- Conduct market research to inform procurement decisions and maintain an updated supplier database.
- Ensure due diligence checks are completed for all vendors, consultants, and contractors.

### **Risk Management and Compliance**

- Support the Operations Manager to maintain and update the project risk register, including identifying emerging risks and documenting mitigation actions.
- Monitor procurement-related risks, including contractor performance, delivery delays, cost escalations, and compliance gaps.

- Conduct periodic compliance checks on procurement files, contract management processes, and operational procedures.
- Ensure adherence to GCF, MET, and Save the Children policies, including anti-corruption, fraud prevention, safeguarding, and environmental standards.
- Support internal and external audits by preparing documentation, responding to queries, and implementing audit recommendations.
- Promote a culture of transparency, accountability, and ethical conduct across procurement and operational functions.

#### **Financial and Operational Support**

- Work closely with the Finance Manager to ensure procurement aligns with approved budgets and financial forecasts.
- Verify supplier invoices, delivery notes, and supporting documents prior to payment processing.
- Support asset management processes, including tagging, tracking, and updating the asset register.
- Provide operational support for logistics, travel arrangements, and workshop procurement as required.

#### **Stakeholder Engagement**

- Liaise with MET departments, suppliers, contractors, and service providers to ensure smooth procurement and contract management processes.
- Support communication with provincial and national stakeholders regarding procurement timelines, contract requirements, and risk mitigation actions.
- Provide clear guidance to PMU staff on procurement procedures and compliance expectations.

#### **GEDSI, Safeguarding, and Social Risk Management**

- Ensure procurement and contracting processes integrate Gender Equality, Disability, and Social Inclusion (GEDSI) principles, including fair access for diverse suppliers.
- Ensure all vendors and contractors comply with safeguarding requirements, including signing Codes of Conduct and completing required checks.
- Identify and escalate social risks associated with contractors, suppliers, or service delivery.
- Ensure ethical standards are upheld in all interactions with suppliers and communities.

#### **Health, Safety, Security, and Risk Management**

- Act safely and comply with all workplace health and safety policies and procedures.
- Report incidents, injuries, or hazards promptly.
- Support risk assessments for procurement-related activities, including site visits and contractor engagements.
- Ensure contractors meet safety requirements relevant to their scope of work.

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Policy & Code of Conduct
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

### **Qualifications and Experience**

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#### **Essential knowledge or experience**

- Minimum 3–5 years' experience in procurement, contract management, or compliance, preferably in development or government settings.
- Strong understanding of procurement processes, documentation, and audit requirements.
- Demonstrated ability to manage multiple procurement tasks and meet deadlines.

- Strong analytical skills and attention to detail.
- High integrity, professionalism, and commitment to ethical procurement practices.

**Desirable knowledge or experience**

- Experience of working in, or with, government, ideally in Tonga.
- Experience working with donor-funded projects (GCF, World Bank, ADB, DFAT, etc.) is an advantage.
- Experience working in Tonga or the Pacific.

**Desirable qualifications and/or accreditations**

- Diploma or Bachelor’s degree in procurement, business administration, supply chain management, finance, or a related field.

**Additional Information**

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- Any offer of employment will be subject to a satisfactory National Police Record Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Flexible working will be required including some out of office hours calls and travel.

<b>Driver’s Licence:</b>	Required	<b>Travel:</b>	Required
<b>Working with Children Check:</b>	N/A	<b>Assets:</b>	Laptop