

Terms of Reference: Procurement Coordinator

Location	Port Vila, Vanuatu
Duration	2 years with possibility of extension
Reports to	Operations Manager

Pacific Australia Skills

Pacific Australia Skills is a significant Australian investment which stands to make a major contribution to supporting social and economic growth in the region through strengthening the skills and training sector across the Pacific and Timor-Leste. Pacific Australia Skills builds on the achievements of 17 years of Australian Government support for skills and training in the Pacific.

Objectives of Role

The Procurement Coordinator will assist the Operations Manager with in-country operations in delivering efficient and compliant procurement, logistics, and administrative services by coordinating procurement activities, maintaining effective supplier relationships and records, ensuring timely delivery of goods and services, and contributing to the smooth implementation of Pacific Australia Skills activities in accordance with DFAT and program requirements.

Roles and Responsibilities

Procurement Coordination

- Coordinate end-to-end procurement processes, including the preparation of Requests for Quotations (RFQs) and tender.
- Monitor supplier performance and maintain contract registers, renewals, extensions and close-out activities.
- Ensure all procurement activities are conducted in accordance with DFAT requirements, organisational procurement policies, procedures, and delegated procurement thresholds.
- Develop, maintain, and continuously update procurement tracking systems, ensuring accurate monitoring of procurement activities and timely reporting of procurement status and updates to the Operations Manager, senior management, and regional office teams as required.
- Support the development, establishment, and management of preferred supplier agreements to achieve value for money and operational efficiency.
- Provide procurement advice, guidance, and training to program and country teams to ensure compliance with procurement requirements and best practices.
- Contribute to the development, implementation, and monitoring of annual procurement plans aligned with program objectives and operational needs.
- Manage office supplies and consumables, ensuring adequate stock levels are maintained to support uninterrupted business operations.
- Maintain complete, accurate, and auditable procurement records and documentation in accordance with DT Global and DFAT requirements and program policies and procedures.
- Liaise and build effective relationships with suppliers, contractors, and service providers to ensure the timely delivery of goods and services.
- Support asset registration, verification, tracking and disposal processes.
- Coordinate with freight companies, customs brokers, and vendors to facilitate the efficient shipment, clearance, and delivery of procured goods.
- Prepare and submit procurement reports, analyses, and documentation when required.

- Monitor procurement expenditures and commitments against approved budgets, highlighting variances and supporting effective financial management.
- Assist with the review and continuous improvement of procurement, finance, and related administrative policies, procedures, and systems.
- Deliver a high level of customer service and professional support to Pacific Australia Skills stakeholders, both internally and externally.
- Support procurement planning, risk management, and compliance activities to ensure transparent, accountable, and efficient procurement outcomes across the program.

Other responsibilities

- As a member of the Pacific Australia Skills team, contribute to integration of GEDSI, First Nation perspectives, environmental considerations and other cross-cutting issues; fostering of a collaborative team; and measurement of results and production of reports.
- Other tasks and duties as required to ensure the smooth and effective delivery of Pacific Australia Skills.
- This ToR may vary and change in future.

Selection Criteria

Essential Experience and Knowledge

- Tertiary qualifications in a relevant field with at least 3 years' experience working in an administration and procurement role.
- Demonstrated experience in managing end-to-end procurement processes.
- Demonstrated experience with maintaining accurate records and documentation.
- Strong knowledge of procurement best practices, including sourcing, evaluation, and compliance frameworks.
- Proven experience in procurement planning and monitoring.
- Proficient in Microsoft Excel and relevant procurement management systems.
- Excellent stakeholder engagement, communication, and customer service skills.
- Experience working within DFAT-funded programs, international development organizations, NGOs, or donor-funded projects.
- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), prevention of human trafficking, environmental protection, anti-corruption and other DFAT safeguarding policies.
- DT Global strongly encourages applications from individuals with diverse backgrounds including first nations, diverse SOGIESC and people with disabilities.
- People with lived experience of the regions in which Pacific Australia Skills operate are strongly encouraged to apply.

About DT Global

At **DT Global Asia Pacific**, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global Asia Pacific Pty Ltd prohibits discriminating against employees

and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach, you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.