



Procurement & Contracts Officer (Full-time, Permanent)

About the Role/ Mō tēnei mahi:

If procurement is your “thing”, we may have the role for you.

In this newly created role, you will have the opportunity to set a high standard through developing robust systems and processes that assist the Kawerau District Council with managing procurement and contracts.

The role will involve monitoring contracts, creating clear tendering schedules, thorough record-keeping, and offering guidance to staff on the most effective contract design, and procurement methods.

Key responsibilities include:

- Developing and implementing procurement and contract management strategies
- Procurement of goods, services and works
- Tender preparation, evaluation and process management
- Providing contract management services, including evaluation of contracts, monitoring performance, and continuous improvement.

About You/ Mōu:

You will ideally be able to offer:

- 3+ years’ experience in procurement and contract management
- A relevant tertiary qualification in a related field will be an advantage (Strategic Sourcing, CIPS, Procurement, or Supply Chain qualifications)
- The ability to manage contracts and small projects
- Excellent negotiation skills
- Strong communication, analytical, and problem-solving skills
- The ability to build and maintain relationships in order to work effectively with internal and external stakeholders
- Proven prioritisation and workload management skills.

You must be eligible to work in NZ, and hold a current NZ Class 1 drivers licence (or equivalent).

What Council Offers/He aha ta te Kaunihera e tuku:

Our culture is built on trust and respect, which makes for an enjoyable workplace. Our vision is to create a resilient and sustainable Kawerau district that can meet the needs of the future, which is part of the challenge for this role.

We offer a competitive salary, and flexible working arrangements (where possible) to enable work-life balance in recognition of today’s working environment.

Centrally located in the heart of the Bay of Plenty at the feet of Putauaki and alongside the pristine Tarawera river, Kawerau is renowned for its great sense of community, rich multi-cultural heritage, beautiful tree-lined streets, parks and reserves. Within easy reach of lakes, beaches, forests, snow, thermal regions and cities, it is a great base for both the adventure seeker and those who enjoy natural surroundings at a quieter pace.

Kawerau District Council has an active Drug and Alcohol Policy. Candidates will be required to undertake a pre-employment medical, drug & alcohol testing, credit checks, and Ministry of Justice vetting.

The Position Description and Application Forms are available from our website:
www.kaweraudc.govt.nz (vacancies)

Email your Cover Letter, CV and Application Form to: vacancy@kaweraudc.govt.nz
Applications close 5pm on Friday 4 October 2024.



M Godfery
Chief Executive Officer