



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Agency: Forestry Department

JOB TITLE:	Senior Public Procurement Officer
JOB GRADE:	Level 6
POST NUMBER:	294611
DIVISION:	Corporate Services
REPORTS TO:	Senior Director, Public Procurement
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division:

To build an efficient and effective service delivery organization, strategically developed for success.

Job Purpose:

Under the general direction of the Senior Director, Public Procurement, the incumbent is responsible for, managing and implementing the procurement systems and processes of the Agency in order to ensure that required goods and services are provided, and that the best quality is secured at the most competitive price in accordance with government guidelines, policies, regulations and legislation.

Key Outputs:

- Agency's procurement plan developed
- Individual Work Plan developed
- Goods and services procured
- Reports verified and submitted
- Purchase Orders processed
- Procurement policies interpreted
- Procurement guidelines adhered
- Bidding documents developed & reviewed
- Evaluation report developed
- Records of Orders developed and maintained
- Staff appraisals conducted
- Advice provided

Key Responsibility Areas:

Management/Administrative

- Represents the Agency at seminars, conferences, workshops and meetings, as required
- Contributes to the development of the Divisions Operational and Strategic Plans; and budget.
- Develops Individual Work Plan from Operational Plan
- Ensures that all required processes, systems and controls are in place within the unit to enable achievement of its objectives effectively and efficiently

- Prepares and submits required reports, such as the Office of the Contractor General and Unit Reports
- Liaises with suppliers and assists in resolving discrepancies

Technical/ Professional Responsibilities

- Advises the Senior Director, Public Procurement, CEO/Conservator of Forests, other executive management and Heads of Divisions on all matters relating to procurement in the Agency.
- Oversees the procurement of goods, supplies and equipment in accordance with government policies and procedures in order to meet organization needs through the most cost effective means.
- Plans, organizes and manages the procurement of all machinery, planting materials, furniture, equipment and other commodities required by the Agency including:
 - I. Prepares, interprets and evaluates contract documents including specifications of Terms of Reference (TOR) and Request for Proposals (RPF) to effect procurement;
 - II. Directs and manages the processing of Tenders
 - III. Maintain control records of financial provisions made to the Agency for the purchase of these goods
 - IV. Verifies orders for commodities as needed
- Prepares the Agency's Procurement plan based on input from the various Divisions/Units/Branches and Agencies and guidelines from the Ministry of Finance and Planning
- Reviews purchase orders for all goods and services
- Assist in controlling purchases based on approved budget and in accordance with the regulations
- Reviews purchase order claims and contracts for conformance to government guidelines and policies
- Recommends and implements purchasing and contract management instructions, policies and procedures
- Participates in the resolution of vendor or contractor grievances, and claims against suppliers
- Anticipates acquisitions and advises on priorities and allocation of resources.
- Aids in developing the processes and rules governing procurement within the Agency
- Prepares report to relevant stakeholders on procurement activities

Other Responsibilities

- Performs other related duties, as requested

Authority (decisions the post holder has the power to make or recommend):

- Certifies purchase orders
- Recommends processing of payments for invoices
- Recommend purchasing policies and procedures

Performance Standards

- Procurement function and activities are managed in accordance with all government guidelines and legislation, within budget and on time.
- Procurement policies and procedures are adhered to.
- Confidentiality, integrity and professionalism are displayed in the execution of all duties and in personal conduct.
- Prepares and submits required accurate reports within stipulated timeframe
- Procurement of equipment, furniture and other commodities is done in a timely manner

Internal and External Contacts

Internal

Contact (Title)	Purpose of Communication
Senior Director, Public Procurement	Communication of resources available Provides information and receives guidance.
Heads, Divisions/Branches, Units & Other team members	Communication of requirements; provides information and receives guidance
Agency's Evaluation Committee	Present Evaluation Report
Agency's Procurement Committee	Table Evaluation Report

External

Contact (Title)	Purpose of Communication
Office of the Contractor General	Collaboration, to obtain /provide information and advice
Governmental and NGO	Share / obtain information
Approved Suppliers	Obtain information, provide supplies

Required Competencies

Core

- Ability to work on own initiative
- Excellent oral and written communication
- Excellent customer service skills
- Ability to work under pressure
- Excellent interpersonal and analytical skills
- Good time management skills
- Methodical, well organized and with an eye for detail
- Integrity
- Possesses initiative and confidentiality
- Results and team oriented
- Problem solving skills

Technical

- Excellent knowledge of government procurement procedures and guidelines
- Good planning, negotiating and decision-making skills
- Sound knowledge of the provisions of relevant financial legislation (FAA Act)
- Sound knowledge of accounting practices and financial management relating to government procurement and asset management
- People management skills

Minimum Required Education and Experience

- Diploma/ Associate Degree in Office/ Administrative Management
- Professional training in Government Procurement and/or Supplies and Purchasing Management
- Training in supervisory management
- Five (5) years' experience in purchasing in the government service, preparation of tenders and negotiating contracts for goods and services

OR

- A first degree in Management Studies or Business Administration
- Professional Training in Government Procurement and/or Supplies and Purchasing Management
- Training in supervisory management
- Three (3) years' experience in purchasing the government service, preparation of tenders and negotiating contracts for goods and services

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Pressured working conditions with numerous critical deadlines

SPECIFY LICENSING OR CERTIFICATION NECESSARY FOR THE JOB

- None required.