



SENIOR DIRECTOR, PUBLIC PROCUREMENT (LEVEL 8)

Basic Salary: \$5,597,715.00 - \$7,528,305.00 per annum.

JOB PURPOSE:

Under the direct supervision of the Principal Director, Corporate Services, the Senior Director, Public Procurement has the responsibility to ensure that goods and services/works required by the Forestry Department are procured and delivered in a timely manner and according to the specifications requested, in accordance with Agency performance standards, the Government of Jamaica Public Procurement Act 2015, Regulations 2018 and all other applicable legal provisions.

KEY RESPONSIBILITY AREAS:

Administrative

- Provides advice to all budget holders within the Agency on current procurement policies and procedures.
- Participates in the preparation of Agency/Division Operational plan and work programs.
- Drafts Annual Branch and Individual Work Plans for branch members
- Provides advice to all budget holders within the Agency as to the most appropriate and efficient procurement approaches based on need.
- Manages a list of suppliers to include information on reliability/suitability and performance to guide procurement.
- Leads the participation of the Branch at meetings of the Procurement Committee
- Represents the organization at Conferences, Workshops, and Seminars
- Monitors and ensures that effective and up-to-date procurement records are maintained.
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines. Acts as purchasing agent on behalf of the Agency as well as locally funded projects.
- Prepares/ reviews procurement policies and procedures for the Agency.
- Evaluates the performance of the Procurement process along with the Head of the Division and Committee members.
- Ensures that all conflicts of interest, whether within the branch or in the wider Agency related to procurement of goods or services/works are identified and immediate steps taken to eliminate them.

Technical/functional

- Ensures that the most appropriate and time efficient methodologies are used to ensure procurements are completed at the most appropriate cost and in the most expeditious way in conformance with GOJ guidance.
- Acts as eProcurement Coordinator and Lead Evaluator
- Coordinates and conducts procurement compliance reviews.
- Coordinates and conducts organization procurement training seminars/workshops.
- Coordinates reports for submission to the MOF&PS, OCG, PPC and Cabinet
- Ensures that tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately.
- Monitors the organization's procurement activities to ensure conformity with the Agency's Procurement Plan and Performance standards.
- Oversees the tendering and contract award processes.
- Provides advice and guidance on public procurement matters to Agency budget holders.
- Represents the Branch at Procurement and Contract Award Committees and Board meetings.
- Represents the organization at PPC Sector Committee, PPC, and Cabinet Infrastructure Committee meetings.
- Reviews procedure for the procurement of works, goods & services carried out by the Agency.
- Reviews reports for submission to MOF&PS, PPC, Integrity Commission and Cabinet
- Manages the process to ensure that the Finance and Accounts Branch is provided with the necessary information and advice to facilitate the preparation of cheques for payments and reconciliation of accounts.
- Manages, monitors, and controls the procurement of goods and services and ensures compliance with the objectives and basic principles of procurement guidelines and procedures.
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services.
- Certifies all invoices, payment orders, and commitment vouchers before submitting them to the Finance and Accounts Branch.
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the Agency to be exempted from these taxes.
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement, and changes, to ensure that orders for supplies are procured in the most efficient and economic manner.
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the Agency.
- Assists the Management Team in developing guidelines for establishing priorities in the allocation of resources.
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in a timely fashion and in accordance with established Government Regulations.
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the Agency, including cost and locations supplied.
- Chairs tender opening exercises conducted at the Agency.
- Participates in the evaluation of tenders.
- Establishes and maintains a network of Public Procurement practitioners in the Public and private sectors as a means of information sharing and professional development.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares IWPs and performance appraisals, and recommends and/or indicates corrective actions where necessary to improve performance and/or attainment of established organizational and/or personal goals.
- Participates in the recruitment of staff for the Branch and recommends transfer, promotions, terminations, and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring, and coaching.
- Ensures the welfare and development needs of staff in the Branch are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, knowledge-sharing, employee empowerment, and commitment to the divisional and organizational agency goals.
- Any other related duties assigned.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the FAA Act
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in ICT with specific competencies in related computer applications

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B. Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts, or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years of related work experience in the procurement of goods and services at least 3 in GOJ/Multilateral Development Agencies

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years of related work experience in the procurement of goods and services at least 3 in GOJ/MDAs

OR

- Diploma in Accounting, Business Administration, or any related fields
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Seven (7) years of related work experience in the procurement of goods and services

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- High stress environment due to multiple competing demands and may include traveling island wide.

Applications along with résumés should be submitted no later than **Friday, June 2, 2023 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.