- **Senior Procurement Officer (GMG/SEG 1) - Headquarters**

Job Purpose:

Under the general supervision of the Director Public Procurement, the Senior Public Procurement Officer, is responsible for managing and directing all procurement activities for respective areas in compliance with Government policies, guidelines, legislation and regulations.

Key Outputs:

- Annual Work Plans prepared
- Branch's Annual Budget & Operational Plan prepared
- Withholding Tax Certificates prepared
- Purchase orders keyed/produced
- Bids, Tenders and contracts developed and reviewed
- Credit and service agreements negotiated
- Vendors reviewed and recommended
- Reports prepared
- Technical advice provided
- Staff coached and Performance Appraisals conducted
- Reports prepared/submitted

Key Responsibility Areas:
Technical/ Professional Responsibilities:

- Presides over bid evaluation committees by guiding members through the evaluation process and ensuring the integrity of the competitive process while fully supporting the selection and decision making process;
- Works with the Director in the development and collation of the JLS Procurement Plan in accordance with guidelines;
- Utilizes appropriate financial systems to produce Purchase Orders, subsequent to verification of availability of funds;
- Prepares Tax Withholding Certificates upon receipt of Services invoices;
- Monitors procurement activities, identifies problems and devises appropriate strategies to ensure implementation;

- Liaises with Accounts Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that the Public Procurement Committee and the Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained;
- Advises the Director, Public Procurement or Director, Administration on supplier's reliability/suitability and performance;
- Negotiates purchasing and credit agreements and service contracts;
- Collaborates with the Human Resource Management and Administration Branch in the development of Terms of Reference for contract services;
- Analyses market and delivery systems in order to assess present and future material availability;
- Verifies the condition of goods received to confirm quality and appropriate items have been delivered;
- Advises Divisional/Unit heads on purchase methods and alternate products and recommends substitutes;
- Liaises with suppliers of goods to obtain quotations and product information to inform procurement decisions; and prepares these documents for processing.
- Liaises with the Asset Management Unit and establishes and maintains an inventory listing of equipment bought etc.

Management/Administrative Responsibilities:

- Prepares Annual Work Plans to satisfy the JLS Performance Appraisal activities;
- Participates in the development of the Branch's Operational Plan and Budget;
- Liaises with the relevant project and accounting officers in the organization, to collate information for
- the organization's Annual Procurement Plan;
- Maintains continuous contact with the Ministry of Finance and Public Service, Public Procurement Commission, Integrity Commission to receive updates/changes in GOJ procurement policy
  Guidelines and communicates same to all relevant staff;
- Leads, prioritises and manages the day-to-day operation of staff to ensure the effective management of operations and that goals and objectives are being met;
- Ensures adherence to standard operating procedures and policies to maximize efficiency and work quality;
- Builds and maintains professional relationships with external and internal clients of the Agency;
- Reviews best practices and recommends strategies that will improve the inventory

maintenance function;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that staff is aware and adheres to the policies, procedures and regulations of the Jamaica Library Service;
- Identifies development programmes and makes recommendation for staff to attend such programmes;
- Ensures that the necessary tools, equipment and furniture is identified and provided for productive work;
- Prepares monthly and annual reports;
- Performs any other related duties assigned by the Director, Procurement.

Human Resource Responsibilities:

- Develops and manages the performance of staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the JLS and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management Branch in developing and implementing a succession planning programme to ensure continuity of skills and competencies of staff and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

Required Competencies:

Core:

- Ability to establish and maintain effective working relationships with other employees, vendors and the public

- Ability to communicate effectively orally and in writing
- High levels of professionalism and integrity
- Attention to detail and accuracy
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- Ability to work with tight deadlines and deliver exceptional results
- Capable of working independently and with minimum supervision
- Good problem solving skills
- Good planning, negotiating and decision-making skills

Technical:

- Knowledge of the Government of Jamaica's Public Sector Procurement Policy and Procedures
- Knowledge of the Financial Administration and Audit (FAA) Act
- Ability to interpret and apply Government's procurement policies and procedures
- Ability to develop and establish criteria for the evaluation of bids and proposals
- Ability to prepare invitations to bid and requests for proposals
- Ability to analyze/evaluate bids and quotes and come to sound, well-reasoned conclusions
- Proficiency in Microsoft Office Suite and other programme applications

Minimum Required Education and Experience:

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDO/CIPS Level 2 or INPRI Level 3 and MIND
- Three (3) years related work experience

OR

- ACCA Level 2
- Certification in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Five (5) years related work experience

Salary Scale: $3,676,602.00 p.a. to $4,944,621.00 p.a.