



## NATIONAL ENVIRONMENT AND PLANNING AGENCY

### JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Public Procurement Officer
<b>JOB GRADE:</b>	5
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Corporate Management
<b>BRANCH:</b>	Public Procurement
<b>REPORTS TO:</b>	Manager, Public Procurement
<b>MANAGES:</b>	n/a

This document is used as a management tool and specifically to 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 Branch

\_\_\_\_\_  
Date Created/revised

**Strategic Objectives of the Division/Branch:**

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

**Finance & Accounts Branch:** is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

**Public Education and Corporate Communication Branch** is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

**Information Technology Branch:** is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

**Facilities Management and Operations Branch:** provides security, ancillary and maintenance management services.

**Public Procurement Branch:** administers the Agency's procurement function.

**Job Purpose:**

The Public Procurement Officer is under the general supervision of the Manager, Public Procurement Branch. The Public Procurement Officer is to participate in the procurement processes required for the acquisition of goods and services essential for the operation of the Agency. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

**Key Outputs:**

- Tender documents prepared and posted
- Bids evaluated
- Requisitions/purchase orders authorized
- Goods and services procured in accordance with procurement policies / guidelines
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

### **Key Responsibilities**

1. Prepare tender notices and advertisements
2. Prepare RFQ for goods, general services and minor works
3. Obtain quotations/tenders from appropriately qualified suppliers.
4. Represent Public Procurement Branch at Tender closing and opening exercises as Tender Officer
5. Maintain Procurement records in good order to facilitated audit and other reviews
6. Prepare Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report)
7. Maintain a database of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return or all relevant documents

### **Procurement Process Management**

1. Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (TOR) and preparing request for proposals (REP) and bidding documents.
2. Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers.
3. Preparing and reviewing TORS and bidding documents for all required procurement activities.
4. Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
5. Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
6. Maintaining procurement filing system in a systematic manner.
7. Receives compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.

### **Vendor Management**

1. Maintaining list of vendors and contractors supplying various items and services.
2. Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed.
3. Development and executing measurement tools to accurately gauge vendor's performance (quality delivery time's ect.) and communicate results internally and externally as necessary.

4. Checking invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment.
5. Maintaining procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
6. Ensure all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

### **Procurement Reporting**

1. Monitoring and reporting the procurement implementation status and progress as required.
2. Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
3. Prepare reports of and for procurement meetings.

### **Performance Standards:**

- Goods and services procured in accordance with quality requirements and financial guidelines/ regulations
- Procurement of goods and services carried out in accordance with Government procurement guidelines
- Stock level of goods are maintained in accordance with established procedures
- Accurate record keeping
- Accurate reports are generated and submitted within agreed timeframe
- Bid documents prepared in accordance with specifications
- Tender opening conducted in accordance with established standard

### **Required Competencies**

#### *Technical Competences*

- Extensive Knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Knowledge of office management principles, practices and procedures;
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications

### *Core Competences*

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and Decision Making Skills
- Time management skills.

### **Minimum Required Education and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

### **Special conditions associated with the job:**

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

***Salary \$1,187,536.00 - \$1,470,656.00 per annum***

