



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Public Procurement Officer
JOB GRADE:	6
POST NUMBER:	
DIVISION:	Corporate Management
BRANCH:	Public Procurement
REPORTS TO:	Manager, Public Procurement
MANAGES:	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

Under the direct supervision of the Manager, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Divisions/Branches

KEY OUTPUTS

- Prices of goods and services researched
- Suitable and registered suppliers sourced
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

MANAGEMENT/ADMINISTRATIVE

- Prepare contracts
- Coordinate public procurement tender closing and opening exercise
- Review tender evaluation reports
- Assess quotations and make recommendation for award
- Prepare addenda to tender documents
- Ensure that all Agency contracts are reviewed by the Legal Department
- Maintain contracts register
- Prepare Procurement Plans for the Agency
- Maintain database with current cost and location of goods, works, and services and establish links with ones in other government agencies.
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money
- Liaise with the Finance and Accounts Branch to ensure compliance with contract conditions for payments and other procurement guidelines
- Maintain data file with Government of Jamaica Procurement Procedures
- Provides liaison services between the Public Procurement Committee, the Ministry of Finance, NEPA and Agency representatives
- Review all tender reports for submission to the Procurement Committee, Agency Sector Committee, Contracts Committee
- Keep 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
- Ensure that Procurement Committee and Agency Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain
- Assists the Manager, Public Procurement to set priorities and to formulate procedures
- Advises the Manager, Public Procurement and the Manager, Facilities Management and Operations on suppliers reliability/suitable and performance.
- Attends meetings of Procurement and Contracts Committee in the absence of the Manager, Public Procurement
- Provides guidance to Internal/External customer on the organizations procurement policies and procedures
- Develops priority settings for the client
- Ensures that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order

- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered"
- Ensures that procurement practices conform with the relevant Acts
- Liaises with the Finance and Accounts Branch to ensure that supplier's invoices are paid in a timely manner
- Establishes and maintains an inventory listing of equipment bought etc.
- Advises on the reliability and performance of suppliers

OTHER DUTIES AND RESPONSIBILITIES

- Performs any other duties as directed by the head of the Branch
- Attends meetings of Procurement and Contracts Committees in the absence of the Manager, Public Procurement

AUTHORITY

- Certifies suppliers invoices for payment

REQUIRED COMPETENCES

Core

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

Technical

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications.

MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND Certificate
 - At least three (3) years' experience in a related field
- OR**
- ACCA Level 2
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND Certificate
 - At least three (3) years' experience in a related field

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 Certificate
- At least five (5) years' experience in a related field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Visit suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on weekends

Salary \$1,529,909.00 - \$1,898,619.00 per annum and any allowance attached to the post.