



## **NATIONAL ENVIRONMENT AND PLANNING AGENCY**

### **JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Public Procurement Administrator
<b>JOB GRADE:</b>	Level 4
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Corporate Management
<b>BRANCH:</b>	Public Procurement
<b>REPORTS TO:</b>	Manager, Public Procurement
<b>MANAGES:</b>	None

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 Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Division**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date received in HRM&D**

\_\_\_\_\_  
**Date edited/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:** responsible for managing the financial resources of the Agency; establishing and maintaining sound financial and accounting systems and procedures and controls, in keeping with standard accounting principles and practices the GoJ standards and requirements.

**Public Education and Corporate Communication Branch:** responsible for providing public education and consultation support services to the divisions and branches as well as to provide corporate communication including public relations for the Agency.

**Information Technology Branch:** responsible for the ongoing operations and technical support of the ICT infrastructure to support operations management and delivery of services.

**Facilities Management and Operations Branch:** responsible to provide security, transport, ancillary and maintenance management services.

**Public Procurement Branch:** responsible to provide procurement management services and administer public procurement on behalf of the Agency.

## **JOB PURPOSE**

The Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/ administrative services. This includes first point of contact, time management, correspondence and document disposition and resolution.

## **KEY OUTPUTS**

- Document Log/Register
- Purchase Orders printed
- Meeting Attendance Registers
- Minutes of meetings
- Reports
- Updated document log
- Updated Records/Files

## **KEY RESPONSIBILITIES**

1. Maintain records and filing system – electronic and hard
2. Maintain correspondence / document logging system
3. Coordinate / prepare external reports for Ministry of Finance, Integrity Commission; Public Procurement Commission, any other entity as required
4. Assist with coordinating / preparing internal reports: monthly, quarterly and any other report as required
5. Disseminate all incoming and outgoing correspondences in a timely manner
6. Coordinate meetings: Branch, Procurement Committee; Others as directed  
Disseminate documents for meetings; Record and generate accurate minutes for meetings; Disseminate minutes timely
7. Make travel arrangements for officers
8. Organize all procurement documents
9. Ensure that Purchase Requisitions are channeled through the proper system before printing purchase orders.
10. Ensure all necessary information for the processing of Purchase Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary return to originating unit/officer for authorized signature or other information required.
11. Ensure all necessary information for the processing of Transport Request Forms are in place, e.g., signatures. If necessary return to originating officer for signature or other information.
12. Assist with compiling data to prepare Purchase Orders.
13. Assist in expediting movement of purchase orders and other contract documents to suppliers.
14. Communicate with all levels of staff regarding the movement of Purchase Requisitions and Purchase Orders and other documents.
15. Assist users with preparing Purchase Requisitions correctly.
16. Maintain proper records of Purchase Requisitions, Purchase Orders and other documents.
17. Prepare procurement documents for dispatch to suppliers.
18. Follow up on the timely administration of suppliers invoices that have been submitted for payment. Where there are challenges or constraints, advise the manager forthwith.
19. Follow up to ascertain preparation of payments and return the appropriate documents to the Finance and Accounts Branch when the goods services or

works are satisfactorily completed.

20. Answer the telephones, screen calls and direct callers to the appropriate person or use initiative to assist callers where possible.
21. Attend to suppliers when they make inquiries for orders and orders that are not collected are dispatched by bearer.
22. Assist with taking information from shipping agents, receiving shipping documents from courier services and delivering them to the custom broker.
23. Liaise with the FAB to ensure payment for overseas suppliers are addressed timely; make contact with the persons requesting payment information and provide as needed.

### **Other Responsibilities**

The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are, however within the capacity, qualifications and experience normally expected from a person occupying this position.

### **PERFORMANCE STANDARDS**

- Functions and operations done in accordance with quality requirements and pertinent acts, regulations policies, guidelines
- Letters, reports, circulars, minutes and other documents are prepared in a timely manner
- Documents are correctly prepared, approved and dispatched
- Filing system - electronic and hard - is maintained and up to date
- Queries of customers/visitors/callers are received and referred or attended to in a timely manner
- Effective communication is used at all times
- Response to matters are prepared and dispatched in a timely manner.
- Professional and interpersonal relationships are appropriately maintained

### **REQUIRED COMPETENCIES**

- Ability to maintain confidentiality
- High integrity and diplomacy
- Sound communication skills
- Sound interpersonal and customer focus skills
- Good organisational skills
- Ability to use initiative
- Good command of the English language
- Proficiency in the relevant computer applications

## CONTACTS

<b>External:</b> Officers at MDAs	Provide information and documents, reports, etc as required or directed
<b>External:</b> Suppliers	Provide/receive information as required or directed
<b>Internal:</b> NEPA Officers	Communicate provide/receive information documents, reports, minutes and memos, etc., Coordinate events, meetings, etc

## SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Typical office environment, no adverse working conditions;
- May be required to work beyond normal working hours, on weekends and public holidays

## MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- At least 1 year of working experience in the related field