



**CIVIL SERVICE OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity:**

<b>JOB TITLE:</b>	Senior Public Procurement Officer (eProcurement Bid Opening Officer)
<b>JOB GRADE:</b>	GMG/SEG 1
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	
<b>REPORTS TO:</b>	Hospital Administrator
<b>MANAGES:</b>	Indirectly: Public Procurement Officer Public Procurement Administrator Public Procurement Clerk

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in

\_\_\_\_\_  
Date created/revised

## **JOB PURPOSE**

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various departments.

## **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 Organization contracts are reviewed by the Legal Department
- Maintain contract register
- Prepare Procurement Plans for the Organization
- 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 Finance Division 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 PPC, the Ministry of Finance, Office of the Prime Minister and ORGANIZATION representatives
- Review all tender reports for submission to the Procurement Committee, ORGANIZATION Sector Committee, Contracts Committee and OPM
- 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 ORGANIZATION Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain
- Assists the Director, Procurement to set priorities and to formulate procedures
- Advices the Director, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance.
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement
- Provides guidance to Internal/External customer on the Ministry's 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 Accounts & Finance Department 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 Division
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement

## **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
  - Experience in related field: 3 years
- OR**
- ACCA Level 2
  - Certificate 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
  - Experience in related field: 5 years

## **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

## **AUTHORITY**

- Certifies suppliers invoices for payment