



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Science & Technology

JOB TITLE:	Senior Public Procurement Officer (eProcurement Bid Opening Officer)
JOB GRADE:	GMG/SEG 1
POST NUMBER:	
DIVISION:	Corporate Services- Public Procurement Branch
REPORTS TO:	Director 3, Public Procurement
MANAGES:	Indirectly: Procurement Officer, Procurement Administrator, Procurement Clerk

Employee's Name

Employee's Signature

Date

Supervisor

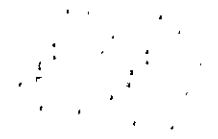
Date

Head of Division

Date

Date Received in

Date created/revised



JOB PURPOSE

Under the direct supervision of the Director 3, 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 Public 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 3, Public Procurement to set priorities and to formulate procedures
- Advices the Director 3, Public 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 3, Public 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 3, Public 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



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Science & Technology

JOB TITLE:	Public Procurement Officer (eProcurement Bid Opening Officer)
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION:	Corporate Services
REPORTS TO:	Director 3, Public Procurement
MANAGES:	Indirectly: 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:

The Public Procurement Officer under the general supervision of the Director 3, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. 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 PROCUREMENT UNIT at Tender closing and opening exercises as Tender Officer
5. Maintain Procurement records in good order to facilitate audit and other reviews
6. Prepare Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report)
7. Maintain a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return of all relevant documents

Procurement Process Management

8. Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents.
9. Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers.
10. Preparing and reviewing TORs and bidding documents for all required procurement activities.

11. 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.
12. Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
13. Maintaining procurement filing system in a systematic manner.
14. Receives compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.

Vendor Management

15. Maintaining list of vendors and contractors supplying various items and services.
16. Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed.
17. Development and executing measurement tools to accurately gauge vendor's performance (quality delivery time's ect.) and communicate results internally and externally as necessary.
18. 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.
19. 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.
20. Ensure all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting

21. Monitoring and reporting the procurement implementation status and progress as required.
22. Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
23. 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

Special conditions associated with the job:

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

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

Qualifications and Experience

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



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
Ministry/Entity: Ministry of Science & Technology

JOB TITLE:	Public Procurement Administrator
JOB GRADE:	GMG/AM 2
POST NUMBER:	
DIVISION:	Corporate Services
REPORTS TO:	Director 3, Public Procurement
MANAGES:	None

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division

Date

Date Received in

Date created/revised

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/ administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Performance Standards

- Letters, reports, circulars, minutes and other correspondence are typed in a timely manner as directed.
- Purchase Orders are correctly typed & dispatched
- An up to date filing system.
- Queries of customers/visitors/callers to the unit are received and referred/attended to in a timely manner using effective communication technique.
- Response to routine matters are prepared and dispatched in a timely manner.

Key Responsibilities

1. Coordinate reports on behalf of the ORGANIZATION:
 - Prepare reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC.
 - Assist with the preparation of monthly report for submission
2. Maintain records in accordance to the FAA Act, etc.:
 - Organize and maintain filing system
 - Maintain correspondence loggings system
3. Disseminate in a timely manner all incoming and outgoing correspondences
4. Coordinate meetings:
 - Arrange Department and Procurement Committee meetings
 - Disseminate relevant documents for meetings
 - Record and generate accurate and timely minutes for meetings
5. Make travel arrangements for ORGANIZATION officers
6. Responsible for organizing all purchasing documents.
7. Ensure that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the purchase orders.

8. Ensure all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. Prices, quotations, necessary signatures are affixed. If necessary return to originating department of Purchase Requisition for authorized signature or other information required.
9. Assist with compiling data to prepare Purchase Orders.
10. Ensure that all Purchase Orders are typed.
11. Assist to expedite movement of purchase orders from the hospital to the Suppliers.
12. Communicate with all levels of staff regarding the movement of Requisitions and Purchase Orders..
13. Assist users with preparing Purchase Requisitions correctly.
14. Maintain Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters.
15. Prepare Purchasing document for dispatch to suppliers, stamp, record and send Purchase Order requiring GCT exemption to GCT office.
16. Ensure that copies of Purchase Requisitions are dispatched to the correct Department.
17. Assist Suppliers to locate invoices that have been submitted for payment.
18. Prepare C.O.D. letters and uniform allowance letters, make records in the required books and take them to the relevant Accounts department.
19. Follow up on C.O.D. letters, ascertain re-preparation of cheques and return the appropriate documents to the Accounts department when the goods are supplied or he services are provided.
20. Answer the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible.
21. Attend to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected are dispatched by messenger or the post.
22. Assist with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker.

23. Receive cheque from the Accounts Department for overseas suppliers and send via courier service to the respective suppliers or make contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques.

24. Perform other similar and related tasks are required.

25. Any other duties assigned by the Director 3, Public Procurement

Required Competencies

- Sound communication and interpersonal skills
- Good organisational skills
- Ability to take own initiative and be a self starter
- Ability to maintain confidentiality
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English language
- High degree of integrity and diplomacy

Contacts

(i) Within MDA	
Director 3, Public Procurement	To receive guidance and provide information
Directors in other Sections of the Division, Heads of Division, managers and supervisors	To distribute minutes and memo's etc.,

Special conditions associated with the job:

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;

Minimum Required Education and Experience

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

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 Division

Date Created/revised



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Science & Technology

JOB TITLE:	Public Procurement Clerk
JOB GRADE:	PIDG/RIM 1
POST NUMBER:	
DIVISION:	Corporate Services
REPORTS TO:	Director 3, Public Procurement
MANAGES:	None

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division

Date

Date Received in

Date created/revised

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Clerk is responsible for providing the necessary in the issuing of tenders and the pre/post Biding process

Performance Standards

- Bidding process in keeping with Procurement Regulations
- Tender documents issue in appropriate timeframe in keeping with Procurement Regulations
- An up to date filing system.
- Queries of customers/visitors/callers to the unit are received and referred/attended to in a timely manner using effective communication technique.
- Response to routine matters are prepared and dispatched in a timely manner.

Key Responsibilities

- Disseminate tender documents
- Represent PROCUREMENT UNIT at tender closing and opening exercises as recording clerk
- Seal tender boxes at stipulated deadlines
- Ensure Tenderers sign Bid Receipt register
- Prepare Purchase orders

Required Competencies

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