



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF ENERGY, TELECOMMUNICATIONS AND TRANSPORT
(METT)

JOB TITLE:	Senior Public Procurement Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	71732 & 71741
DIVISION:	Corporate Services
BRANCH:	Public Procurement
REPORTS TO:	Director 3, Public Procurement
MANAGES:	Indirectly: Procurement Officer, Procurement Administrator, Procurement Clerk

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

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

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;
- Quotation 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.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Prepares contracts;
- Coordinates public procurement tender closing and opening exercise;
- Reviews tender evaluation reports;
- Assesses quotations and make recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all organization contracts are reviewed by the Legal Department;
- Maintains contract register;
- Prepares Procurement Plans for the organization;
- Maintains database with current cost and location of goods, works, and services and establishes links with ones in other government agencies;

- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with the Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains 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;
- Reviews all tender reports for submission to the Procurement Committee, organization Sector Committee, Contracts Committee and OPM;
- Keeps 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;
- Ensures 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 supplier's 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 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.

PERFORMANCE STANDARDS

- Prices of goods and services researched in agreed timeframe;
- Suppliers sourced according to established standards;
- Quotation requested in the agreed timeframe;
- Payment, commitment vouchers and invoice orders prepared according to establish standards in within agreed timeframe;
- Suppliers performance, capabilities and competitiveness of prices investigated in accordance with establish standards;
- Records maintained according to established standards;
- Goods and services procured within agreed timeframe;

REQUIRED COMPETENCIES

Core	Level	Functional	Level
Oral communication skills		Use of technology	
Written communication skills		Technical skills: 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	
Ability to work as a team			
Ability to work on own initiative			
Good inter-personal skills			

MINIMUM REQUIRED 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