



**MINISTRY OF EDUCATION & YOUTH  
CENTRAL MINISTRY  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Public Procurement Administrator
<b>JOB GRADE:</b>	GMG/AM 2
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Corporate Services/Procurement
<b>SECTION:</b>	
<b>REPORTS TO:</b>	Senior Public Procurement Officer
<b>MANAGES:</b>	N/A

**Strategic Objectives of the Corporate Services Division:**

To provide the Central Ministry with support functions of human resource management and development, procurement, documentation management and access to information, general administration, security, property management and administration, as well as to provide policy guidance and implementation support to educational entities.

**Job Purpose:**

Under the general supervision of the Director - Public Procurement, the Procurement Administrator is responsible for providing the necessary secretarial/ administrative support. This includes Customer Service, time management, Procurement Correspondence/ documents disposition and resolution.

**Key Outputs:**

- Individual Work Plan Developed
- Reports prepared
- Meetings coordinated
- Information on services, products, sources of supply and market trends researched
- Technical specifications prepared
- Invitations for Bids and Requests for Proposals prepared

- Letters of Award and vendor/supplier contracts prepared
- Requisitions reviewed
- Evaluation Reports, Supplier Contracts and Letters of Award prepared
- Advice and support to end users and suppliers provided
- Files and records systems established and maintained

**Key Responsibility Areas:**

**Technical / Professional Responsibilities:**

- Coordinates reports on behalf of the Director Public Procurement by :
  - Preparing reports for submission to the Ministry of Finance, Office of the Contractor General and the Public Procurement Committee.
  - Preparing evaluation reports for submission to the Ministry's Central and Sector Procurement Committees;
  - Assisting with the preparation of monthly report for submission.
- Maintains records in accordance to the FAA Act, etc by :
  - Organizing, maintaining and updating the filing system
  - Maintaining correspondence loggings system
  - Maintaining Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters.
- Disseminates in a timely manner all incoming and outgoing correspondences
- Coordinates meetings by:
  - Arranging Branch and Procurement Committee meetings
  - Disseminating relevant documents for meetings
  - Recording and generating accurate and timely minutes for meetings
- Makes travel arrangements for the Director and officers of the Procurement Branch;
- Researches and advises stakeholders on market trends, new products and service developments and alternative sources of supplies, to assist in developing requirements, scope of work, or technical specifications;
- Provides assistance and consultation to members of staff at the Ministry, its Regional Offices and Agencies in the preparation of purchase requisitions;
- Reviews all Purchase Requisitions and Travel Requisitions ensuring adequacy of description and that they are compliant with guidelines, procedures, policies and internal controls;
- Organizes all purchasing documents, ensuring all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. Prices, quotations, necessary signatures are affixed.
- Prepares specifications and technical requirements for items to be procured, in collaboration with staff

and subject matter experts where necessary, to meet the needs of the Ministry;

- Ensures that all Purchase Orders are prepared in the required format and provides assistance to expedite movement from the Ministry to the suppliers;
- Communicates with staff regarding the processing of Requisitions and Purchase Orders;
- Prepares Purchasing order documents for dispatch to suppliers, stamp, record and send Purchase Order requiring GCT exemption to GCT office.
- Prepares Letters of Award and vendor/supplier contracts for dispatch to suppliers for review and signing;
- Responds to queries from suppliers and follow-up on payments with Finance and Accounts;
- Answer the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible;
- Collects information from Shipping Agents, receiving shipping documents from courier services and delivers to the Custom Broker.
- Receives cheque from the Accounts Department for overseas suppliers and send via courier service to the respective suppliers. Also makes contact with the persons requesting the information regarding how payments will be facilitated.
- Performs other related duties as assigned by the Procurement Manager.

### **Performance Standards:**

- Research market trends, new product and service developments and alternative sources of supplies is thorough and ongoing and forms a reliable basis for decision-making;
- 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.
- Specifications for the procurement of goods and services are technically sound and based on all relevant considerations;
- Timely and competent advice and assistance are given to suppliers and end users;
- Effective working relationships with co-workers, suppliers and the public are achieved, and maintained;
- Reports are comprehensive, accurate and prepared and submitted in a timely manner;
- Records and files relating to requisitioning, sourcing, evaluation, award of contracts, waiver requests and registration of suppliers are complete, accurate and current.

**Internal and External Contacts (specify purpose of significant contacts):**

**Within the Division**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Divisional/Unit & Agency Heads; DSS	Advice, assistance and consultations re requisitions and specifications
Members Procurement/Sector Committee	Documentation re submissions for approval
Other Procurement staff	Advice, assistance and consultations re requisitions; goods/service specifications; and supplier contracts
Internal Auditors	To provide information
Staff members	Providing information regarding the procurement process

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Prospective suppliers	Advice on process and procedures re tender/bids/quotes/proposals
Suppliers	Negotiation and clarification of contract issues
EOJ; MOL & Social Security, UTECH	Documentation re procurement submissions
Schools	Waiver requests
NCC & NWA	Registration of contractors & review of haulage rates
External Auditors	To facilitate audit process
TAX Office	Regarding GCT exemptions

**Required Competencies:**

**Core:**

- Ability to organize work and utilize good time management techniques to meet critical deadlines
- Ability to establish and maintain effective working relationships with other employees, vendors and the public.
- Ability to communicate effectively orally and in writing
- High levels of professionalism and integrity
- Attention to details and accuracy
- Ability to work with tight deadlines and deliver exceptional results
- Capable of working independently and with minimum supervision
- Good problem solving skills

**Technical:**

- Knowledge of the Government of Jamaica's Public Sector Procurement Policy and Procedures
- Knowledge of the Financial Administration and Audit (FAA) Act
- Ability to interpret and apply Government's procurement policies and procedures
- Ability to develop technical specifications to accurately describe the type and characteristics of goods/services.

- Ability to prepare invitations to bid and requests for proposals
- Ability to analyze/evaluate bids and quotes and come to sound, well-reasoned conclusions
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned duties

**Minimum Required Education and Experience:**

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

**Authority To:**

- Process requisitions
- Offer technical advice
- Access confidential information

**Specific Conditions Associated with the Job:**

- Normal office working conditions
- Required to work beyond normal working hours to meet deadlines