



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

JOB TITLE:	Public Procurement Officer
JOB GRADE:	GMG/AM 3
POST NUMBER:	
DIVISION:	Corporate Services
BRANCH:	Procurement
REPORTS TO:	Senior Public Procurement Officer
MANAGES:	Public 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:

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 Senior Public Procurement Officer, the Public Procurement Officer is responsible for providing procurement services to the Ministry, and Agencies by sourcing, evaluating and contracting suppliers of goods, works, and services. The incumbent will ensure that all procurements conducted are in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

Key Outputs:

- Annual Work Plan prepared
- Bid solicitation planned/organized/led
- Suppliers Tax information verified
- Bidding debriefing facilitated
- Advertisements prepared/placed
- Evaluation/quarterly reports prepared and submitted
- Contracts analysed, negotiated/prepared
- Suppliers' performance monitored
- Advice/guidance provided
- Suppliers' invoices processed
- Records maintained

Key Responsibility Areas:

Technical/Professional Responsibilities:

- Plans, organizes and leads the bid solicitation process including preparing and issuing requests for quotations (RFQ), requests for information (RFI), requests for expression of interest (RFEI), requests for proposals (RFP), and developing bid evaluation criteria in keeping with GOJ Guidelines;
- Verifies that Tax Compliance Certificate (TCC), General Consumption Tax (GCT) of suppliers where necessary;
- Evaluates prices, specifications and delivery dates in order to determine the best bid among potential suppliers;
- Facilitates bidder debriefings, exercising appropriate judgement and tact while ensuring the protection of confidential information;
- Analyses, negotiates and prepares contracts, ensuring appropriate terms and conditions are included to protect the interests of the Ministry;
- Monitors and reviews progress of contracts, coordinates renewals, as appropriate, reviews and approves invoices for payment, and resolves any problems that may arise;
- Collects goods/items and check to ensure that the right quality and quantity of goods are received as per the purchase order and according to specification;
- Prepares advertisements inviting bids and Procurement Notices and arranges to have these published both locally and internationally;
- Facilitates the Ministry's audit and Ex -Post Reviews by providing up-to-date and accurate reports;
- Prepares, vets and submits evaluation reports to the Ministry's Central Procurement and Sector Committees;
- Monitors and performs post contract evaluations of suppliers contracted to inform future procurement decision making process;

- Liaises with the Ministry's stakeholders (Divisions, Regions, Units and Educational Institutions) for the purpose of providing advice and guidance on procurement related matters;
- Processes invoices for payment of suppliers and liaises with Accounts, contractors and suppliers to ensure payment;
- Prepares quarterly reports for the Office of the Contractor General;
- Performs other related duties that may be assigned by the Senior Procurement Officer.

Performance Standards:

- The bid solicitation process is comprehensively and timely planned, organized according to governing guidelines and benefits the Ministry's interest;
- Tax Compliance Certificate and General Consumption Tax and other information for supplies meticulously verified to minimize/eliminate issues;
- Bidder debriefings efficiently and timely facilitated and compliant with all governing procurement guidelines;
- Reports are comprehensive, accurate and prepared and submitted in a timely manner;
- Records and files relating to sourcing, evaluation and award of contracts are complete, accurate and current;
- All other Procurement activities are conducted in a timely manner and in accordance with established policies, procedures and regulations;
- Timely and competent advice and assistance is given to suppliers and end users;
- Performance of contracted suppliers are monitored to ensure compliance with contract terms and conditions;
- Payment vouchers prepared and submitted in a timely manner and follow-up action taken where necessary;
- Effective working relationships with co-workers, suppliers and the public achieved and maintained.

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

Contacts within the Ministry

Contact (Title)	Purpose of Communication
Divisional/Unit & Agency Heads; Regional Directors	Re advice, assistance and consultations re requisitions and specifications
Members Procurement/Sector Committee	Re documentation re submissions for approval
Other Procurement staff	Advice, assistance and consultations re requisitions; goods/service specifications; and supplier contracts
Internal Auditors	To facilitate the audit process

Contact (Title)	Purpose of Communication
Prospective suppliers	Re advice on process and procedures re tender/bids/quotes/proposals
Suppliers	Clarification of contract issues/obtain/provide information
Office of the Contractor General	Re quarterly reports
EOJ; MOL & Social Security, UTECH	Re documentation re procurement submissions

Required Competencies:

Core:

- 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 detail and accuracy
- Ability to organize work and utilize good time management techniques to meet critical deadlines
- 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 and establish criteria for the evaluation of bids and proposals
- 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

Minimum Required Education and Experience:

- Diploma in Business Administration or Management Studies • Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of two (2) years’ experience in Procurement/Administration or related working experience

OR

- Certificate in Public Administration
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of three (3) years’ experience in Procurement

OR

- MIND certification in Procurement and Supplies Management
- Minimum of three (3) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

Authority To:

- procure works, goods and services in keeping with the GoJ Procurement Guidelines
- 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