
GOVERNMENT OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
CULTURE, HEALTH, ARTS, SPORTS AND EDUCATION (CHASE) FUND

Job Title:	Senior Public Procurement Officer
Job Grade:	Level 5
Post Number:	
Division:	Finance Department
Reports To:	Finance Manager
Manages:	None

JOB PURPOSE

Under the direct supervision of the Finance Manager, the Senior Public Procurement Officer is responsible for coordinating the procurement of goods, services, and works in accordance with the Government of Jamaica's prescribed Public Procurement Policies and Procedures, ensuring that all procurement activities are conducted in a transparent, efficient, and compliant manner and 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 or review contracts prepared by project consultant engaged by the Fund.
- Ensure that consultants/evaluators engaged by the Fund as part of the procurement process for a project completes and signs a declaration of interest statement.
- Coordinate public procurement tender closing and opening exercise
- Review tender evaluation reports
- Assess quotations and make recommendation for award
- Prepare addenda to tender documents
- Maintain contract and contract variation register and database.
- Prepare and update annual Procurement Plans for the CHASE Fund
- Prepare and 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 Department to ensure compliance with contract conditions for payments and other procurement guidelines.
- Maintain data file with Government of Jamaica Procurement Act, policies, procedures and guidelines.
- Provides liaison services between the Public Procurement Commission (PPC), the Ministry of Finance and the Public Service (MOFPS), Office of the Public Procurement Policy (OPPP), Office of the Prime Minister (OPM) and CHASE Fund representatives.
- Review all tender reports for submission to the Procurement 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 submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained
- Assists the Finance Manager to set priorities and to formulate procedures
- Advises the Finance Manager or the officer with responsibility for Public Relations and Administration on suppliers' reliability/suitability and performance
- Advises the Project Manager or the project officer with responsibility for the procurement activity on suppliers reliability/suitability and performance in respect of project activities.
- Provides guidance to internal/external customers on the organization's procurement policies and procedures
- Develops priority settings for the client
- Coordinate with the Projects and Finance Departments to ensure the timely receipt, certification, and processing of supplier invoices, payments, and applicable withholding tax certificates.
- Ensures that procurement practices conform with the relevant Acts and guidelines
- 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
- Prepare timely and accurate procurement reports such as the Quarterly Contract Award (QCA), the Public Sector Reporting System (PSR1) reports and the contractors/suppliers cost overrun & variations report; for review by the Finance Manager and submission to the relevant authorities.
- Respond to compliance reviews, audits and inquiries; review by the Finance Manager.
- Update the GOJ electronic procurement system (GOJEP) with the relevant procurement activities executed by the Fund.

OTHER DUTIES AND RESPONSIBILITIES

- Performs any other duties as directed by the Finance manager or Head of Entity.
- Attends meetings of Procurement and Contracts Committees in the absence of the Finance Manager.

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

Job Knowledge/Skills

- Competent in the use of the Contractor and Consultant Performance Evaluation Programme (CCPEP)
- Competent in the use government electronic procurement system (GOJEP)

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
- At least three (3) years' experience working in a similar position

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- At least three (3) years' experience working in a similar position

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Visit suppliers to assess the quality of goods to be procured as needed and within area of technical competence.
- May be required to work beyond normal working hours and on weekends