



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
Ministry/Entity: Ministry of Justice

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

Under the direct supervision of the Director 2, 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 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, Public Procurement to set priorities and to formulate procedures
- Advices the Director, Public Procurement or Senior Director, Corporate Services on suppliers reliability/suitable and performance.
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, 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, 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