



**MINISTRY OF JUSTICE
TERMS OF REFERENCE
PUBLIC PROCUREMENT
SPECIALIST**

BACKGROUND

The Ministry of Justice (MOJ) is the lead administrator of Justice in Jamaica and therefore administers legislation, delivers justice services, and provides policy support and analysis on justice issues. It is mandated to:

Ensure that Jamaica is a just and law-abiding society with an accessible, efficient and fair system of justice for all.

- Promote respect for rights and freedoms, the Rule of Law and the Constitution.
- Promote an awareness of individual responsibilities and civil obligations.

The articulated priorities of the Ministry of Justice are to strengthen public trust and confidence in the justice system; improve access to justice; strengthen linkages between justice sector institutions; establish a sound court infrastructure and implementing a social component to the delivery of justice. The built environment programme of the Ministry of Justice includes to upgrade, refurbish and build new facilities in keeping with the budget supported by the Government of Jamaica as follows:

- Build additional Court facilities
- Refurbishing of Parish Courts and family Courts
- Expansion of other Courts and Justice facilities
- The construction and renovation of Justice Centres
- Construct Judicial Complexes

These activities require major public procurement initiatives and significant experience and management to ensure the coordination, monitoring and achievement of these targets. There is a need for the engagement of a Procurement Specialist to manage the volume, level, scope of work, the expanded responsibility of the Procurement Unit, the management of several externally funded budget streams for built environment development. As well as the demands from Donor partners which include a greater level of spend in line with their financial and technical assistance, to expand as well as build Offices to facilitate the expansion of and implementation of new services in a reform justice system.

The Ministry of Justice procurement must commence and complete its procurement activities to ensure that built environment, goods and services are procured in a timely manner, to meet its priority programme. To this end, the Ministry is desirous of engaging a Specialist on contract with a proven record of accomplishment in public procurement to coordinate and manage its expanded procurement portfolio.

PURPOSE

The Public Procurement Specialist shall ensure the implementation of all procurement related activities of all built environment and works projects for the Ministry of Justice and its Departments.

PERIOD OF CONTRACT

The period of contract is for two (2) years with gratuity payments.

OBJECTIVES

The objectives are to: -

- Conducts specific procurement activities for all projects including those of the implementing agencies.
- Co-ordinates reports for submission to the Donor Partners, MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender Documents are prepared in accordance to GOJ Procurement Regulations and standards and are disseminated timely and accurately;
- Monitors the Ministry's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to the Permanent Secretary;
- Represents the Unit at Procurement and Contract Award Committees and Meetings;
- Represents the Ministry at NCC Sector Committee, NCC Committee, Cabinet Infrastructure Committee Meetings etc;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Ministry;
- Reviews reports for submission to MOFPS, NCC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the procurement guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement Guidelines of the FAA Act;
- Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Reviews Terms of Reference and ensures that all necessary information regarding Scope of Work, Objectives, key personnel qualifications, reporting requirements, deliverables and timeframe is mentioned appropriately.
- Monitors, in consultation with the Director of Procurement, procurement processes to ensure conformity with GOJ and the relevant funding agency regulations.
- Prepares advertisements and procurement notices and arrange to have these published both locally and internationally.
- Assists with the preparation of RFP, RFQ minutes of bid/proposal conferences, and negotiation meetings; issuing of bidding documents, issuing of request for clarification.
- Organizes and coordinates bid opening and bid evaluation processes through the preparation of bid opening documents and minutes, and the preparation of evaluation reports and proposals to the Procurement and or Sector Committees.
- Assists in the preparation of all purchase orders and contracts for the provision of goods, and services.
- Monitors contract end dates and assist in the resolution of any implementation bottlenecks for component related contracts.
- Follows up on decisions made by the Procurement Committee as directed to ensure implementation and follow-through.
- Assists with the preparation and updating of the Project Procurement Plans.
- Assists in monitoring compliance with the Time Table of Procurement actions.

- Prepares weekly and monthly reports on the status of all ongoing procurement transactions
- Assists the procurement director with the preparation of documentation for complex procedures from source selection through to contract completion.
- Analyses the bid documents on elaboration of contract strategy, sourcing strategy, quality management, supplier selection, improvement of procurement process in.
- Help support knowledge transfer and capacity development of procurement personnel and stakeholders
- Manages the processes of advertising, bid receipt and bid opening strictly in accordance with the agreed procurement procedures.

PERFORMANCE STANDARDS:

- A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
- Procurement activities are implemented within agreed timeframes to required standards.
- Procurement activities are done in accordance with the standards and guidelines of the IBRD and GOJ.
- Improved/efficient procurement/information management system

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES:

- Good interpersonal skills
- Excellent customer relations and quality focus skills
- Good planning and organizing skills
- Proficiency in Microsoft Applications including EXCEL and WORD
- Excellent ability to communicate clearly, accurately and concisely, both verbally and in writing
- Strong attention to detail and thoroughness in work product
- Ability to multitask
- Ability to work in a team and independently with minimal supervision
- Ability to work with tight deadlines and deliver exceptional results.
- Knowledge of the GOJ and IBRD procurement rules
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies and Project Procurement Management
- Knowledge of Budget Preparation
- Knowledge of Contract and Tender Management
- Proficiency in the relevant computer application software
- Knowledge of Government of Jamaica and International Funding Institutions procurement procedures.
- Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations.

QUALIFICATIONS & EXPERIENCE:

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPR1 Level 4 from MIND and certification in procurement;
- Five (5) years' work experience including working in procurement management and planning as well as experience working with local capital works projects as well as projects funded by international agencies.
- Knowledge of Government of Jamaica and International Funding Institutions procurement procedures.

- Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations

Or

- Any other equivalent combination of qualifications, training and experience plus knowledge of Government of Jamaica and International Funding Institutions procurement procedures.
- Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations

RENUMURATION

Basic Salary \$5,000,000.00 per annum