



OFFICE OF THE PUBLIC DEFENDER

"A Voice of the Voiceless... To Loose the Chains of Injustice"

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Public Procurement Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	349 464
UNIT:	Corporate Services
REPORTS TO:	Director – Corporate Services

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:

Employee

Date

Supervisor

Date

Public Defender

Date

The Office of Public Defender is seeking to recruit a suitably qualified person to fill the vacant post of **Public Procurement Manager (GMG/SEG 1)**, salary range \$3,501,526 to \$4,709,163 per annum.

POSITION PURPOSE

Under the general supervision of the Director – Corporate Services, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the office. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

KEY RESPONSILITIES

1. Implementing the approved policies and procedures which will result in the timely and cost-effective procurement of goods and services, in accordance with GOJ Procurement Policies and Procedures, international standards, and generally accepted ethical practices.
2. Maintaining and updating an internal control system that can keep track of order requests, fulfillment and to provide relevant information on request and respond to questions and enquiries about order status, cancellations or changes.
3. Maintain contact with suppliers in order to assure that purchases arrive on schedule as well as meet the specifications of the requester while discharging his or her responsibilities, using ethical business practices and commitment, with high levels of accountability, responsibility as well as productivity.
4. Ensure tasks are carried out in compliance with the Government of Jamaica (GOJ) *Public Procurement Act, 2015*, the *Public Sector Procurement Policy*, the *Revised Handbook of Public Sector Procurement Procedures, Vols 1-4*, and any other procurement-related legislation and regulations that may be in force from time to time.
5. Co-ordinate with the Director – Corporate Services to collate the items required for purchase from the Operations Plan for the Procurement Plan.
6. Timely submission of the Annual Procurement Plan in keeping with the Budget Call issued by the Ministry of Finance

7. Preparing Withholding Tax Certificate (WTC) in accordance with section 9.7 of the FAA Instructions (January 2017).
8. Attend meetings of the Procurement Committees

KEY OUTPUTS

- An annual procurement plan developed, approved and implemented.
- Progress reports are prepared and submitted according to an agreed schedule.
- Goods and supplies are readily available on demand.
- Reports and bid documents prepared.
- Relevant Requisition and Commitment Forms are prepared accordingly, and documents used in the procurement process are verified and submitted for approval in an appropriate timeframe.
- The GOJ procurement policies and procedures, rules and regulations are respected and carried out accordingly.
- Purchasing lists and related data are maintained and updated.
- Developed and implemented procedures to mitigate against identified risk and management issues.
- Quarterly Contract Award (QCA) reports are prepared and submitted to PIOJ and Integrity Commission in the required time frame.
- Prepare Purchase Orders
- Prepare Withholding Tax Certificates
- Log, update, and Maintain Fixed Asset Register
- Arrange and participate in the evaluation of tenders.
- Arrange and participate in Procurement Committee meetings.

Technical/Professional Responsibilities

1. Collaborate with Director –Corporate Services in order to prepare and submit an annual Procurement Plan for procuring goods, consultancy and other services

2. Perform research to determine the best methods for procuring a wide variety of goods, products and services.
3. Analyse purchase requests for quantity, specifications and delivery requirements to determine the best methods for purchasing a wide variety of goods and services.
4. Apply proper descriptive terminologies or specifications to requisitions for goods and services.
5. Secures price quotations; prepare and place orders for materials, equipment, supplies and services.
6. Manage orders placed according to established procedures; submit them for the required authorization and approvals, then follow through on the delivery of goods and services.
7. Co-ordinate and implement the requisite control and reporting procedures to accomplish the timely recording and reporting of all procured items including materials, equipment, supplies and services. This includes the following:
 - Implemented procurement policies and procedures.
 - Approved policies and procedures utilized to determine accurate classification and coding of goods and services.
8. Establish and maintain working relationships with other employees, and representatives of various manufacturing, importing organizations and other suppliers in Jamaica.
9. Disseminate any information received relating to the GOJ procurement procedures to interested parties.
10. Collaborate with the Accounting Unit in:
 - a. Obtaining Commitment Numbers for Requisitions.
 - b. Creating and printing Purchase Orders on the GFMS system.
 - c. Preparing *Withholding Tax Certificates* on the Tax Administration of Jamaica web portal.
11. Prepare and submit the monthly, quarterly and annual procurement reports to the relevant authorities.
12. Participate in and attend meetings which are conducted with a view towards improving and enhancing the procurement process within the Public Sector.

13. Evaluate, update and maintain on a continuous basis, a list of qualified suppliers in keeping with an approved list from the Office of the Contractor General.
14. Follow-up/update information related to payments due for goods received and services rendered.
15. Liaise with Unit heads to determine if their needs have changed and also, if goods and services procured have been delivered to their satisfaction.
16. Perform any other job-related functions as assigned.
 - a. Keep updated on matters related to GOJ procurement practices by: Participating in continuing professional education through formal and informal courses, seminars, and workshops.
 - b. Maintaining current knowledge of procurement laws and regulations.
 - c. Establishing networking relationships with other professionals in GOJ Ministries, Agencies and Departments.
17. Prepares inputs for annual budget and work plan and makes recommendation for changes or the acquisition /development based on procurement guidelines
18. Manages the resources of the Office to ensure optimal utilization, cost efficiency and added value
19. Participates in the development/review of operational systems and programs and the preparation of a Procedures Manual.

PERFORMANCE MEASURES

1. All procurement policies and procedures are followed in accordance with the GOJ regulations in a consistent manner.
2. Confidentiality and integrity are exercised at all times.
3. Requisition/Commitment forms are completed with accurate information and submitted according to regulations and within an appropriate timeframe.
4. Delivery of procurement services is realized according to agreed deadlines and targets. Information is accurate with a high value placed on excellent customer service.
5. Procurement standards, policies and procedures are upheld.

6. Reports are submitted using the correct format, within the stipulated timeframe with verifiable data.
7. Good coordination and effective working relations exist with other units within and with external associates in the execution of functions.
8. Confidentiality, integrity, and professionalism are displayed in the execution of duties and personal conduct.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Extensive knowledge of the GOJ procurement regulations and guidelines.
2. Prior experience in procurement and contract procedures within the public or private sector.
3. Knowledge of contract administration
4. Ability to evaluate technical proposals and make recommendations.
5. Knowledge of accounting practices and applied procedures.
6. Working knowledge of computer applications (e.g. Microsoft Office Suites).

REQUIRED SKILLS & COMPETENCIES

1. Excellent presentation, interpersonal, oral and written communication skills.
2. Flexible, resourceful, fiscally responsible, results-oriented and motivated.
3. High ethical conduct and demonstrated integrity with strong customer service orientation.
4. Ability to maintain courteous, professional relations with internal and external customers.
5. Ability to display, high degree of tact, confidentiality, integrity and discretion.
6. Ability to efficiently organize work; respond quickly to requests and meet priorities.
7. Ability to take responsibility and utilize independent judgment and initiative.
8. Computer literacy with strong technical (computing) skills, research, and information-gathering skills.
9. Good time management skills.
10. Ability to use own initiative.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- An Associate Degree in Business Administration, Supplies Chain Management, or in any related discipline OR
- Diploma in Public Administration, Management Studies or Certificate in Public Procurement from an accredited tertiary institution and two years of working experience in a similar capacity.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is a typical office environment, with no adverse working conditions; however, there can be some pressure on a periodic basis.
- Travelling is required.
- Responsibilities could require working evenings and/or weekend.

LIAISE EXTERNALLY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Ministry of Finance and Planning	Staff in the Procurement Management Division re matters related to Procurement regulations and guidelines. Training
Suppliers	Requests for Quotations, Requests for Proposals, invoices for purchases, requests for information on the delivery of items, payments. Arrangements for submission of bid documents Site visits
National Works Agency	Technical assistance in the evaluation of bids for specified items and projects.
Procurement Officers in other Ministries, Agencies and Departments	Meetings, networking.

Handwritten marks and scribbles in the top right corner.