



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Procurement Officer (New)
JOB GRADE:	GMG/AM
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Procurement Branch
SECTION/UNIT	-
REPORTS TO:	Manager, Procurement
MANAGES	N/A

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

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Manager, Procurement, the Procurement Officer provides procurement services in accordance with Government of Jamaica (GoJ) policy and standards

2. KEY OUTPUTS (Results, Deliverables)

- Tender Notices and advertisement prepared;
- Quotations obtained;
- RFQ and Bidding documents prepared;
- Documents for Evaluation Committee prepared;
- Evaluation reports and documents prepared and submitted;
- Monthly reports on activities prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Prepares individual work plan;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares monthly report on procurement activities undertaken.

B.) Technical /Professional

- Prepares Tender Notices and advertisement;

- Obtains quotations from qualified suppliers and make competitive price analysis;
 - Ascertains cost of equipment in house or contact institutions using same or similar equipment;
 - Prepares RFQ's for goods, general services and minor works;
 - Prepares RFQ and Bidding documents for the procurement of goods, services and works;
 - Receives competitive bids and assesses for Tenders Committee;
 - Represents the Procurement Branch at the tender opening and closing exercises as Tender Officer;
 - Maintains tender records in good order to facilitate audit reviews;
 - Coordinate evaluation meetings as necessary;
 - Prepares documents for submission to the Evaluation Committee;
 - Prepares evaluation reports and approval documents for the Permanent Secretary's approval;
 - Ensures Purchase Order and or contract is prepared and issued to supplier to commence delivery of goods/services or works;
 - Ensures that copies of Purchase Orders are submitted to the Stores Unit;
 - Ensure that goods and services are received according to the specifications required;
- C.) Other Responsibilities**
- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS

- Tender Notices and advertisement prepared in the appropriate format and within specific timeframe;

- Quotations obtained in a timely manner;
- RFQ and Bidding documents prepared in the appropriate format and in accordance with set guidelines;
- Documents for Evaluation Committee prepared and submitted in keeping with the GoJ procurement policy;
- Evaluation reports and documents prepared and submitted to the Permanent Secretary for approval within agreed timeframe;
- Monthly reports on activities prepared are accurate and comprehensive and submitted within agreed deadline.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Procurement	Collaborate, obtain/give advice, receive directives obtain and share information and provide feedback
Manager, Procurement	Collaborate obtain/give advice, receive directives, work assignments, obtain and share information and provide feedback
Other members of staff in the Branch	Discuss issues in relation to relevant activities
Other Divisions	Matters relating to cost of equipment
Other health facilities	Matter relating to cost of equipment/supplies

ii) External Contacts

Contact	Purpose of Communication
Contractors/Suppliers/Service providers	Matters relating to tender documents, quotations, bidding documents

6. REQUIRED COMPETENCIES:

Core

- Good presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Strong decision-making, problem solving and critical thinking skills;
- Good networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Strong goal/result orientation;
- Managing External Relations
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Knowledge of government's procurement policies procedures and regulations;
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of Procurement techniques;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Diploma or Certificate in Procurement Management or equivalent from a

Procurement Officer, Corporate Services Division/Procurement
Branch, Ministry of Health, Prepared: By HR Consultant,
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recognized tertiary institution;

- Three (3) years experience in procurement of goods, services and works.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises;

9. AUTHORITY:

N/A

10. WORKING CONDITIONS:

- Normal office conditions.