



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Procurement Officer
JOB GRADE: GMG/AM 3
DEPARTMENT: HRMCS
REPORTS TO: Procurement Manager
MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Maintain systems and procedures to ensure that goods, services and works are procured/cleared and delivered on time to the various institutions.

KEY OUTPUTS

1. Policies and procedures implemented
2. Goods, services and works procured according to procedures
3. Maintain the efficiency and productivity of the staff complement
4. Goods cleared and delivered in accordance to standard procedures

KEY RESPONSIBILTY AREAS

1. Procures goods and services for various divisions in the Ministry of Health
2. Ensures deliveries of goods and services to users in appropriate conditions
3. Maintains proper records in keeping with the FAA Act with respect to the procurement of goods and services
4. Makes arrangement for inspection of equipment ensuring adherence to specification
5. Obtains quotations and make competitive price analysis
6. Monitors the processing of medical groups through the ports of entry
7. Liaises with the Department of Customs regarding the clearing of medical equipment and supplies
8. Assists with the preparation and submission of monthly reconciliation statement of expenditure
9. Prepares and submits monthly progress reports on the clearance and distribution of equipment and supplies to users
10. Liaises with Inventory Manager regarding items received in the Ministry as Gifts and their disbursement to the various beneficiaries in the system
11. Monitors the preparation of Purchase Orders, monthly reports and Commitment Requisitions

12. Performs any other related duties that may be assigned from time to time

13. The Ministry of Health may determine such other duties and responsibilities as from time to time

PERFORMANCE STANDARDS

1. Policies and procedures adhered to in accordance to the Government Procurement Guidelines, FAA Act, Sale of Goods Acts etc
2. Timely procurement of Goods and Services
3. Contracts negotiated in accordance to the Government's standard Contracts Policy
4. Purchases are in accordance to required specification and warranty
5. Accuracy and timeliness of records and reports
6. The promptness of clearance of goods from ports of entries
7. Integrity in the execution of duties is maintained

REQUIRED COMPETENCIES

Functional/ Technical Competencies	Level s
Knowledge of tendering procedures	
Knowledge of inventory management and control	
Knowledge of customs procedures	
Familiarity with health facilities terminology, equipment and supplies	

Core Competencies	Level s
Good oral communication skills	
Written communication skills	
Be computer literate	
Initiative	
Planning and organizing skills	
Integrity	
Teamwork and cooperation	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Supplies Management/Certified Public Sector Management training in Procurement Management
- At least three (3) years experience in related field such as Customs, Trade Board or the equivalent combination of qualification and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity and professionalism
- May be required to work beyond normal working hours in order to meet deadline

AUTHORITY

- N/A