



**CIVIL SERVICE OF JAMAICA**

**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Procurement Officer
<b>JOB GRADE:</b>	GMG/AM (proposed upgrade)
<b>POST NUMBER:</b>	27376
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Procurement Branch
<b>SECTION/UNIT</b>	-
<b>REPORTS TO:</b>	Manager, Procurement
<b>MANAGES</b>	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 is responsible for maintaining systems and procedures to ensure that goods, services and works are procured in accordance with Government of Jamaica (GoJ) procurement policy and standards and delivered.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Goods, services and works procured;
- Proper procurement records maintained;
- Goods delivered;
- Provides advice;
- Permits for pharmaceuticals and agricultural products with milk substance prepared;
- 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 and compile monthly reports.

### **B.) Technical /Professional**

- Procures goods and services for various divisions;

- Ensures the delivery of goods and services to users in an appropriate condition;
- Maintains proper records with respect to the procurement of goods and services;
- Makes arrangement for inspection of equipment ensuring adherence to specification;
- Monitors the processing of medical groups through the ports of entry;
- Liaises with the Department of Customs regarding the clearance of medical equipment and supplies;
- Assist with the preparation and submission of monthly reconciliation statement of equipment and supplies to users;
- Provides advice to prospective donor/importers on behalf of the MOH on the process and steps necessary to import or donate goods;
- Liaises with the International Health Corporation in dealing with donations from “The Health for Life and Wellness Foundation Limited”;
- Liaises with shipping companies and donors regarding purchases so that the necessary documents are available to expedite clearance;
- Liaises with the Director, Assets, Office and Special Services regarding items received in the Ministry as gifts and their distribution to the various beneficiaries in the system;
- Prepares permit for pharmaceuticals;
- Prepares permit for agricultural products with milk substance prior to arrival of consignment before shipment arrives;
- Travels to ports (Norman Manley International, Donald Sangster Airports) where consignment arrives for the completion of necessary forms;
- Liaises with the Security and Transport Branch for the availability of vehicle for the transport of goods and supplies;
- Certifies payment requests of Custom Brokers.
- Submits payment requests to the Director, Procurement, through the Manager, Procurement, for approval.

- Submits approval to the Finance and Accounts Division for payment to be made.

#### **C.) Other Responsibilities**

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

#### **4. PERFORMANCE STANDARDS**

- Goods, services and works are procured in a timely manner;
- Records for the procurement of goods and services are properly maintained in keeping with the FAA Act;
- Goods delivered in an appropriate condition and in a timely manner;
- Advice provided on procurement matters are sound and relevant;
- Permits for pharmaceuticals and agricultural products with milk substance prepared in accordance with established procedures;
- Monthly reports on activities prepared are accurate and comprehensive and submitted within agreed deadline.

#### **5. INTERNAL AND EXTERNAL CONTACTS:**

##### **i) Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director, Procurement	Collaborate, obtain/give advice, receive directives obtain and share information and provide feedback
Manager, Procurement	Collaborate obtain/give advice, receive directives obtain and share information and provide feedback

Contact (Title)	Purpose of Communication
Other members of staff in the Branch	Discuss issues in relation to relevant activities

- ii) External Contacts

Contact	Purpose of Communication
Contractors/Suppliers/Service providers	Negotiate contractual agreements for supply of goods and services, contract review
MDA's	Sharing of information on procurement processes
NGO's	Advice and guidance on procurement processes

## 6. REQUIRED COMPETENCIES:

### Core

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

### Technical

- In depth knowledge of government's procurement policies procedures and

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Procurement Officer, Corporate Services Division/Procurement  
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- regulations;
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- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of Procurement techniques;
- Knowledge of the Customs Department procedures ;
- Knowledge of inventory management and control;
- Sound knowledge and experience in the operations of the related Government Departments –Jamaica Customs, Trade Board etc;
- Proficiency in the use of relevant computer software and computer applications.

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- A Bachelors degree or Diploma in Business Administration or equivalent from a recognized tertiary institution;
- Certificate in Supplies Management or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- 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:**

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N/A

**10. WORKING CONDITIONS:**

- Normal office conditions.