



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Manager, Procurement
JOB GRADE:	GMG/SEG (Proposed Upgrade)
POST NUMBER:	27371
DIVISION/BRANCH:	Corporate Services Division/Procurement Branch
SECTION/UNIT	-
REPORTS TO:	Director, Procurement
MANAGES:	2 Procurement Officer 2 Custom Clearance Administrators 1 Records Clerk

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 Director, Procurement, the Manager, Procurement is responsible for coordinating and monitoring the functions of Procurement for the Ministry of Health, its agencies and Non-Government Organisations (NGO's) in the provision of goods, services and works in accordance with the stated Government Procurement Policies, Procedures and Guidelines.

In addition is responsible to ensure the prompt clearing of goods from the wharves.

2. KEY OUTPUTS (Results, Deliverables)

- Policies and procedures implemented;
- Goods, services and works procured;
- Procurement procedures reviewed and monitored;
- Tender notices and advertisements reviewed and approved;
- Evaluation Committee meetings coordinated;
- Contractual agreements negotiated;
- Quarterly reports on activities prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Participates in the development of the Branches Operational Plan;
- Prepares individual work plan;
- Contributes to the development of Work Plans for direct reports;

- Collaborates with the Director, Procurement in the preparation of the annual budget for the Procurement Branch;
- Coordinates procurement activities;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares and compile quarterly reports on activities undertaken;

B.) Technical /Professional

- Assists in the development of procurement policies, procedures and standards to support the procurement process in the Ministry;
- Reviews and monitors procurement procedures to ensure compliance;
- Assists in establishing Operational guidelines for Procurement Committee;
- Liaises with Divisions on procedures for maintaining inventory levels and reorder cycles;
- Reviews and approves requisitions;
- Receives specifications for the purchase of equipment etc;
- Reviews specifications in collaboration with the division requesting purchase;
- Ensures that financing is available and make arrangements for the issues of Letters of Credit, Bank drafts etc;
- Reviews and maintains an up-to-date list and information on suppliers;
- Coordinates delivery logistics with suppliers and clients;
- Monitors suppliers service levels and contract requirements and take appropriate action in cases of breaches;
- Monitors performance of equipment purchased in order to ensure that performance is consistent with the agreement between suppliers and the Ministry;
- Prepares correspondence to the National Contracts Commission seeking approval or advice on specific activities;

- Reviews and approves Tender notices and advertisements;
- Chairs bid opening activities;
- Monitors the preparation of Purchase Orders;
- Ensures that formal contractual agreements are adequately prepared;
- Ensures that all contracts are vetted and completed by the Legal Division;
- Negotiate contractual agreements for supply of goods;
- Certifies payment requests from suppliers and submits to the Director for approval;
- Submits approval to the Finance and Accounts Division for payment to be made;
- Monitors the performance of service providers, suppliers of goods and works contractors;
- Keeps abreast of procurement procedures and ensure uniformity of procedures.
- Provides advice and guidance to the Regional Health Authorities (RHA's), agencies NGO's on procurement matters
- Ensures the prompt clearing of goods from the wharves.

C.) Human Resource Responsibilities

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's goals;

- Fosters an atmosphere of trust, high ethical and confidential standard.
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Branch;
- Recommends leave for staff in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Branch, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff.

d.) Other Responsibilities

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

4. PERFORMANCE STANDARDS

- Policies and procedures implemented and adhered to in accordance to the Government's Procurement Guidelines, FAA Act Sale of Good Act etc;
- Goods, services and works are procured in a timely manner;
- Procurement procedures reviewed and monitored in a timely manner;
- Tender notices and advertisements reviewed and approved in accordance with established guidelines;
- Evaluation Committee meetings coordinated as necessary;
- Contractual agreements negotiated in keeping with Government's standard Contracts Policy;
- Quarterly reports on activities prepared are accurate and comprehensive and submitted in the stipulated timeframe.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Corporate Services	Obtain/give advice, receive directives, and guidance, provide feedback.
Director, Procurement	Collaborate, obtain/give advice, receive directives obtain and share information and provide feedback
Divisional Directors	Advice as to procurement procedures, reviewing specification
Other members of staff in the Branch	Discuss issues in relation to relevant activities
Regional Health Authorities	Advice and guidance on procurement processes

• 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, and critical thinking skills;
- Excellent research, analytical, and problem solving skills;

- Excellent networking and relationship-building skills;
- Ability to exercise sound judgement and attention to detail;
- Strong leadership skills;
- 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 regulations;
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of Procurement techniques;
- Knowledge of the principles that govern sourcing supplies and negotiating prices;
- Knowledge of Customs Department procedures and policies;
- 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:

- Bachelors Degree in Management Studies, Business Administration or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- Three (3) years experience in procurement of goods, services and works at the

Manager, Procurement, Corporate Services Division/Procurement
 Branch, Ministry of Health, Prepared: By HR Consultant,
 September 14, 2016.

management level.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

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

9. AUTHORITY:

- To make financial commitments in accordance with approved budget;
- To negotiate with suppliers for the provision of services;
- To certify bills for payment
- To obtain foreign exchange for payment of supplies;
- To review and recommend new procedures.

10. WORKING CONDITIONS:

- Normal office conditions.