



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Procurement Officer
JOB GRADE:	GMG/AM 4
POST NUMBER:	61196
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 Assistant Director, Procurement, the Procurement Officer supports the effective implementation of procurement activities to ensure the timely delivery of goods and services to the programme.

2. KEY OUTPUTS (Results, Deliverables)

- Procurement activities implemented;
- Bid opening organized and coordinated;
- Evaluation reports prepared;
- Efficient procurement information management system maintained;
- Weekly Activity Schedule prepared;
- Reports on status and progress of procurement 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 weekly Activity Schedule on procurement activities.
- Participates in the preparation of the monthly report on the status of outgoing procurement activities;

B.) Technical /Professional

- Conducts general procurement activities in the execution of the HIV/AIDS programme;

- Monitors in consultation with the Assistant Director, Procurement, procurement processes to ensure conformity with Government of Jamaica (GoJ) and the relevant funding agency regulations;
- Assists with the preparation and updating of Procurement Plans;
- Assists with the preparation of advertisements and procurement notices and arrange to have these published both locally and internationally;
- Assists with the preparation of RFP, RFQ and issuing of bidding documents;
- Organize and coordinate bid opening and prepares documents for submission to the Evaluation Committee;
- Prepares evaluation reports and approval documents for the Permanent Secretary's approval;
- Assists in the preparation of all contracts for the provision of goods , services and works and be the custodian of all contracts signed;
- Monitors contracts end dates and assists in the resolution of any implementation bottlenecks for component related contracts;
- Assists with the clearance of goods being imported for the programme and ensure that all items procured are delivered to named point(s) of destination;
- Liaises with selected suppliers and stakeholders to ensure timely delivery of goods and services to end-users and payments to suppliers, in accordance with the terms of the contract;
- Liaises with Health Corporation Limited and ensure proper distribution of pharmaceuticals, reagents and test kits to hospitals and clinics island wide;
- Prepares response to correspondence on behalf of the Assistant Director, Procurement where appropriate;
- Liaises with relevant funding agencies to obtain necessary approval;
- Maintains a proper information management system for all procurement documents and records.
- Monitors and reports on the status and progress of procurement activities.

C.) Other Responsibilities

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

4. PERFORMANCE STANDARDS

- Procurement activities implemented within agreed timelines in accordance with procurement plan;
- Bid opening organized and coordinated in keeping with established guidelines;
- Evaluation reports prepared in the appropriate format and within specific timeframe;
- Efficient procurement information management system maintained;
- Weekly Activity Schedule prepared as agreed and in a timely manner;
- Reports prepared on the status and progress of procurement activities are accurate and comprehensive and submitted within given timeframe.

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
Assistant Director, Procurement	Collaborate obtain/give advice, receive directives, work assignments, obtain and share information and provide feedback
Manager, Procurement	Collaborate obtain/give advice, receive directives obtain and share information and provide feedback
Other members of staff in the Branch	Discuss issues in relation to relevant activities

Contact (Title)	Purpose of Communication
Regional Health Authorities	Matters pertaining to the procurement of goods and services
Health Departments/Hospitals/Clinics	Distribution of goods

- ii) External Contacts

Contact	Purpose of Communication
Contractors/Suppliers/Service providers	Matters relating to the preparation of contracts, supply of goods and services, payments
MDA's	Sharing of information on procurement processes

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
- Good 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:

- A Bachelors degree or Diploma in Business Administration or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- Experience with International Funding Agencies;
- 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.

