



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Procurement (New)	
JOB GRADE:	GMG/SEG	
POST NUMBER:		
DIVISION/BRANCH:	Corporate Services Division/Procurement Branch	
SECTION/UNIT	-	
REPORTS TO:	Director, Corporate Services	
MANAGES	Assistant Director, Procurement Manager, Procurement Secretary 2 OPS/SS 2	1

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, Corporate Services, the Director Procurement is responsible for leading and directing all aspect of the Procurement and Custom Clearance functions for the Ministry of Health, its agencies and Non-Government Organisations (NGO's) in the provision for goods, services and works in accordance with the stated Government Procurement Policies, Procedures and Guidelines.

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

- Operational Plan developed and implemented;
- Budget prepared and implemented;
- Strategic Procurement Plan developed;
- Procurement policies, procedures and standards developed, communicated and implemented;
- Procurement procedures reviewed;
- Develops forecast demands, techniques and processes;
- Contracts examined and re-evaluated;
- Purchase Orders approved;
- Reports prepared.

3. **KEY RESPONSIBILITIES (Activities, Tasks)**

A.) **Management/Administrative**

- Participates in the development of the Division's Operational and Corporate Plans;
- Leads in the development and execution of the Operational Plan for the

- Ensures the accuracy and approves all Purchase Orders;
- Approves requests for payment for suppliers and Custom Brokers;
- Establishes an adequate reporting system including statistical, narrative and financial reports;
- Keeps abreast of procurement procedures and ensure uniformity of procedures by conducting seminars for users;
- Provides advice and guidance to Regional Health Authorities on procurement matter as necessary;
- Initiate the prompt clearance of goods from the wharves.

C.) Human Resource Responsibilities

- Ensures the development and welfare needs of staff are identified and addressed;
- Monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to staff through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff 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 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

- Operational Plan developed and implemented in agreed timeframe;
- Budget prepared and submitted by established deadline;
- Strategic Procurement Plan developed and implemented as agreed and within set deadline;
- Procurement policies, procedures and standards developed, communicated and implemented within agreed timeframe;
- Procurement procedures reviewed to ensure compliance with government's policies and procedures;
- Develops forecast demands, techniques and processes in a timely manner to maintain inventory levels and reorder cycles;
- Contracts examined and re-evaluated in keeping with established guidelines;
- Purchase Orders approved in accordance with set procedures and the availability of funds;
- Reports prepared on activities are comprehensive, accurate and presented within prescribed timeframe;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive advice and directives
Director, Corporate Services	Obtain/give advice, receive directives, and

Director, Procurement, Corporate Services Division/Procurement
 Branch, Ministry of Health, Prepared: By HR Consultant,
 September 09, 2016.

- Managing External Relations
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Sound knowledge of government's procurement policies and procedures;
- 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:

- Masters Degree or Bachelors Degree in Business Administration/ Public Sector Management or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- Experience in Procurement Planning;
- Four (4) years experience in procurement of goods, services and works at the management level.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

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

9. AUTHORITY:

- To negotiate with service providers;
- To approve bills for payment;
- To obtain foreign exchange for payment of supplies;
- To establish Letter of Credit.

10. WORKING CONDITIONS:

- Normal office conditions.