



**CIVIL SERVICE OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Assistant Director, Procurement
<b>JOB GRADE:</b>	GMG/SEG (Proposed Upgrade)
<b>POST NUMBER:</b>	61195
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Procurement Branch
<b>SECTION/UNIT</b>	-
<b>REPORTS TO:</b>	Director, Corporate Services
<b>MANAGES:</b>	1 Procurement Officer

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 Assistant Director, Procurement is responsible for all procurement related activities in the implementation of Internationally focused projects/programmes in particular HIV/AIDS programme.

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

- Programme managed and implemented;
- Reports to funding agencies and Government of Jamaica (GOJ prepared;
- Procurement Plans and Schedules of Procurement activities prepared and implemented
- 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;
- Assists in the preparation of the annual budget for the Procurement Branch;
- Coordinates procurement activities and facilitate programme implementation;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares and compile quarterly reports on activities undertaken;

- Prepares annual reports on programme issues highlighting the achievements and problems faced and recommendations for change in scope and activities.

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

- Develops annual procurement plans for the implementation of the programme;
- Updates as appropriate the respective Procurement Plan;
- Obtains from international funding agencies all the necessary approvals for procurement plans;
- Maintains communication channels with international funding agencies on project procurement matters;
- Liaises with the Health Corporation Limited with regards to the procurement, storage and distribution of pharmaceuticals and other medical supplies;
- Prepares Terms of Reference (TOR), product specifications, and bid documents for goods, works, equipment and personnel required for the implementation of programme activities under international funding agencies;
- Prepares
- Prepares standard bidding documents for goods, services and works and methods of procurement and issue them to bidders;
- Coordinate the bid evaluation processes for goods, services and works and thereafter prepare the bid evaluation report for submission to the relevant funding agencies and committees for approval;
- Coordinate the evaluation of proposals relating to works, goods and equipment so as to arrange for their execution by following all procedures for award of contracts;
- Prepares and presents proposals for contract awards to the Procurement Committee of the Ministry of Health and represent the Programme where necessary in the contract award approval processes of the Sector Committee, National Contracts Committee and Cabinet;
- Monitors the performance of all officers, service providers, suppliers of goods and works contractors;
- Provides procurement training and guidance to the staff of the Programme, Regional Health Authorities (RHA's) parishes, line ministries and sub-recipients (stakeholders)

- Monitors stakeholders procurement activities with a view to ensuring compliance with GOJ and relevant funding agencies procurement guidelines and avoiding mis-procurement;
- Prepares and administer Programme contracts after signature and assist regions, parishes, line ministries and sub-recipients to manage their own contracts;
- Facilitates procurement reviews and audits;
- Drafts responses to all audit queries on procurement;
- Facilitates the settlement of disputes, if any, under contracts with contractors and follow up on shortages and defective supplies/services/works that are in breach of contract provisions;
- Liaises with various Ministries, Departments and Agencies involved with the Programme activities to ensure that execution of all works, goods and equipment are provided for as well as ensuring that Government standards and procedures are complied with.
- Assists in preparing risk management regarding supply contracts and agreements;

### **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**

- Programme managed and implemented in accordance with agreed plan;
- Reports to funding agencies and Government of Jamaica (GOJ prepared are accurate and comprehensive and submitted as agreed in specific time;
- Procurement Plans and Schedules of Procurement activities prepared and implemented in a timely manner;
- Quarterly reports prepared comparing the schedule vs actual dates of procurement activities, submitted within agreed timeframe .

**5. INTERNAL AND EXTERNAL CONTACTS:**

**i) Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director, Corporate Services	Obtain/give advice, receive directives, and

Assistant Director, Procurement,  
Division/Procurement Branch,  
By HR Consultant,

Corporate Services  
Ministry of Health,  
September 13, 2016.

Prepared:

Contact (Title)	Purpose of Communication
	guidance, provide feedback.
Director, Procurement	Collaborate, obtain and share information and provide feedback
Other members of staff in the Branch	Discuss issues in relation to relevant activities
Regional Health Authorities	Training and guidance on procurement for programme

- **ii) External Contacts**

Contact	Purpose of Communication
Contractors/Suppliers/Service providers	Negotiate contractual agreements for supply of goods and services, contract review
Funding Agencies	Updates on procurement activities
MDA's	Sharing information on project proposal plans

## 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**

- Sound knowledge of GOJ and International Funding Agencies 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:**

- Masters Degree or Bachelors Degree in Management Studies, Business Administration or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- Training in Project Management;
- Experience in Procurement Planning;
- Experience with International Funding Agencies;
- Three (3) 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;
- Exposure to highly confidential and sensitive information.

**9. AUTHORITY:**

- To negotiate with consultants for the provision of services;
- To recommend training for Procurement staff.
- To disallow activities that are not implemented within guidelines of the GOJ and International Funding Agencies.

**10. WORKING CONDITIONS:**

- Normal office conditions.