



## **SENIOR PUBLIC PROCUREMENT OFFICER (LEVEL 6)**

**Basic salary \$3,501,526.00 per annum**

### **JOB PURPOSE:**

Under the general direction of the Senior Director, Public Procurement, the incumbent is responsible for managing and implementing the procurement systems and processes of the Agency in order to ensure that required goods and services are provided, and that the best quality is secured at the most competitive price in accordance with government guidelines, policies, regulations and legislation.

### **KEY RESPONSIBILITY AREAS**

#### ***Management/Administrative***

- Represents the Agency at seminars, conferences, workshops and meetings, as required
- Contributes to the development of the Divisions Operational and Strategic Plans; and budget.
- Develops Individual Work Plan from Operational Plan
- Ensures that all required processes, systems and controls are in place within the unit to enable achievement of its objectives effectively and efficiently
- Prepares and submits required reports, such as the Office of the Contractor General and Unit Reports
- Liaises with suppliers and assists in resolving discrepancies

#### ***Technical/ Professional Responsibilities***

- Advises the Senior Director, Public Procurement, CEO/Conservator of Forests, other executive management and Heads of Divisions on all matters relating to procurement in the Agency;
- Oversees the procurement of goods, supplies and equipment in accordance with government policies and procedures in order to meet organization needs through the most cost-effective means;
- Plans, organizes and manages the procurement of all machinery, planting materials, furniture, equipment and other commodities required by the Agency;
- Prepares, interprets and evaluates contract documents including specifications of Terms of Reference (TOR) and Request for Proposals (RPF) to effect procurement;
- Directs and manages the processing of Tenders;
- Maintain control records of financial provisions made to the Agency for the purchase of these goods;
- Verifies orders for commodities as needed;

- Prepares the Agency's Procurement plan based on input from the various Divisions/Units/Branches and Agencies and guidelines from the Ministry of Finance and Planning;
- Reviews purchase orders for all goods and services;
- Assist in controlling purchases based on approved budget and in accordance with the regulations;
- Reviews purchase order claims and contracts for conformance to government guidelines and policies;
- Recommends and implements purchasing and contract management instructions, policies and procedures;
- Participates in the resolution of vendor or contractor grievances, and claims against suppliers;
- Anticipates acquisitions and advises on priorities and allocation of resources;
- Aids in developing the processes and rules governing procurement within the Agency;
- Prepares report to relevant stakeholders on procurement activities;

### ***Other Responsibilities***

- Performs other related duties, as requested.

### **Required Competencies**

#### **Core**

- Ability to work on own initiative
- Excellent oral and written communication
- Excellent customer service skills
- Ability to work under pressure
- Excellent interpersonal and analytical skills
- Good time management skills
- Methodical, well organized and with an eye for detail
- Integrity
- Possesses initiative and confidentiality
- Results and team oriented
- Problem solving skills

#### **Technical**

- Excellent knowledge of government procurement procedures and guidelines
- Good planning, negotiating and decision-making skills
- Sound knowledge of the provisions of relevant financial legislation (FAA Act)
- Sound knowledge of accounting practices and financial management relating to government procurement and asset management
- People management skills

### **Minimum Required Education and Experience**

- Diploma/Associate Degree in Office/Administrative Management
- Professional training in Government Procurement and/or Supplies and Purchasing Management
- Training in Supervisory Management
- Five (5) years' experience in purchasing in the government service, preparation of tenders and negotiating contracts for goods and services

**OR**

- A first degree in Management Studies or Business Administration
- Professional Training in Government Procurement and/or Supplies and Purchasing Management
- Training in Supervisory Management
- Three (3) years' experience in purchasing the government service, preparation of tenders and negotiating contracts for goods and services

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Pressured working conditions with numerous critical deadlines

Applications along with résumés should be submitted no later than **Friday, September 20, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

*We thank all persons who express an interest; however, only short-listed applicants will be contacted.*