

Job Purpose

Under the general supervision of the Director, Human Resource Management and Administration, the incumbent will execute the Public Procurement duties, ensuring service of excellence in the delivery of procuring of goods, consulting and non-consulting services and building construction works requested by the Head of Entity. The responsibility is extended assisting/supporting the Office of the Children's Advocate (OCA), the office of the National Rapporteur on Trafficking in Persons (ONRTIP) as well as giving support to the National Child and Teen Helpline (SafeSpot).

The incumbent is required to adhere to the tenets and principles of the GOJ Data Protection Act (2020), regarding all information received in soft and hard copy and execute the appropriate safety strategies related to the Public Procurement established guidelines.

Key Outputs

Management/Administrative

- Ensures that cheques and Withhold Tax Certificates are collected by the supplier or direct deposit is made once goods are received in good condition and the service provided accords with the agreed terms and Purchase Order;
- Ensures that invoices received from the suppliers and the appropriate programme managers have signed, "Goods received or Services rendered";
- Ensures that Procurement practices are conducted in accordance with GOJ Public Procurement Act (2015);

Technical/Professional

- Directs the preparation Quarterly Contracts Award (QCA) in keeping with GOJ Public Procurement Handbook (2014) before submission to the Integrity Commission;
- Co-ordinates public procurement tender closing and opening exercises
- Co-ordinates evaluation and contract award on E-tendering Platform;
- Prepares Tender Evaluation Reports for review:
- Assesses bid submissions and makes recommendations for award of contract;
- Prepares Addenda to tender documents in accordance with GOJ Public Procurement Act (2015);
- Ensures that all Organization's contracts are reviewed by the Director of HRMA before sign off by the Head of Entity;
- Maintains a Contract Register;
- Prepares the Procurement Plans for the Organization;
- Timely review of the database of all contracts, bonds, bid security and insurances to ensure there is proper maintenance;
- Timely review of the database to maintain current cost and location of goods, works and services and establishes links with other MDAs;

- Negotiate with suppliers/contractors to obtain best prices and value for money;
- Liaises with the Accounts Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains Data File with GOJ Procurement procedures;
- Provides liaison services between the Public Procurement Commission (PPC), the organization Sector Committee and Houses of Parliament;
- Reviews all Tender Reports for submission to the Public Procurement Commission, Organization's Sector Committee and Houses of Parliament;
- Monitors the public procurement process of each submission from preparation of the Tender Reports to project/job completion and contract termination/end of contract;
- Gives advice, support and assist the requisite persons on all aspects of the procurement process and procedures;
- Ensures that the Public Procurement Committee and the Organization Sector Committee requirements are adhering to, and proper documentation in respect of received Bids/Proposals are maintained;
- Assists the Director, HRMA to set priorities and to formulate procedures that will be recorded in the Units Annual Operational Plan;
- Advises the Director, HRMA on supplier's reliability/suitability and performance;
- Attends meetings of the Evaluation Committee, Procurement Committee and accordingly advise the Director, HRMA on matters that might need the Director's attention/information gathering;
- Provides guidance when required to the Head of Entity/internal/external customer on the organization's procurement policies and procedures;
- Develops priority settings as is necessary for the client;
- Collates monthly purchasing report of the organization's activity
- Liaises with the Accounts Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes an inventory listing of equipment bought for submission to the Inventory Officer for proper maintenance and record keeping; and
- Performs any other duties as directed.

Human Resource

- Monitors and evaluate the performance of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective actions where it is necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfers, promotions, terminations and leave in accordance with the established internal human resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;

- Ensures the welfare and development needs of skill in the Unit are clearly identified and addressed; and
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's and organizations goals.

Required Knowledge, Skills and Competencies

Core Competencies:

- Sound integrity;
- Strong leadership skills;
- Meticulous and a detailer
- Managing the client interface
- Excellent time management skills;
- Good interpersonal skills;
- Professionalism
- Good oral and written communication skills;
- Strong planning and organizing skills;
- Ability to foster team work;
- Possess the ability to work on own initiative;
- Customer Service/Relationship skills;
- Good people management skills;
- Good problem solving skills;
- Good problem solving, decision making skills; and
- Basic knowledge of accounting practices as is applicable to public procurement procedures.

Technical

- Good knowledge of the stipulations of the FAA Act;
- Good Knowledge of the Ministry of Finance and the Public Service Public Procurement Act, Regulations, Guidelines, Policies and Procedures; and
- Proficiency in the relevant computer applications.

Minimum Required Qualification and Experience

- Bachelor's Degree; Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management Economics or any other related field;
- Three (3) years' experience in the related field.

OR

- Diploma in Business Administration, Accounting;
- Diploma in Public Sector Management;
- Diploma in Public Administration; and
- Three (3) years' related experience in the field.

OR

- Certificate in Public Procurement, UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Certificate in Public Administration;
- Certificate in Public Sector Management; and
- Five (5) year's related experience in the field.

Special Conditions Associated with the Job

- Working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays;
- Maybe required to work both indoors and outdoors; and
- Motor vehicle is required to perform the duties within the corporate area and out of town;

CONTACT INFORMATION

Internal	Communication
<p>The Children's Advocate The Deputy Children's Advocate Director, Human Resource Management and Administration (HRMA) The General OCA and ONRTIP Staff</p> <p>Manage, Human Resource and Administration</p>	<ul style="list-style-type: none"> • Seek directives and/or approval from the Children's Advocate and recommendations from the Director, HRMA, relating to procurement matters; • Seek approval from the Head of Entity to undertake an impromptu assignment that is unbudgeted; • Provide information to the Head of Entity and the general staff relating to changes and (or) amendments in the GOJ Procurement Policies and Guidelines, Public Procurement Act (2015) and the Public Procurement Regulations; and • Gives advice on any public procurement matters, which might have implication (s) relative to the Data Protection Act (2020). <p>Communicate, regarding matters concerning selection, recruitment, training or general HRA issues/concerns.</p>
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External	Communication

<p>Houses of Parliament The Ministry of Finance and Public Service Organization's Sector Committee</p>	<ul style="list-style-type: none"> • Seek approval from the Houses of Parliament to process the necessary procurement of Goods, Services and Works • Engage the Procurement Policy Unit within the Ministry of Finance and the Public Service to ascertain necessary guidance, clarification, directives and information on matters concerning public procurement policies and procedures. • Seek approval to undertake various projects relating to Public Procurement.
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- Possess the ability to work on own initiative;
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- Good people management skills;
- Good problem solving skills;
- Good problem solving, decision making skills; and
- Basic knowledge of accounting practices as is applicable to public procurement procedures.

Technical Competencies:

- Sound knowledge of GOJ Public Procurement Guidelines Procedures;
- Working knowledge of Contract Administration;
- Good knowledge of accounting practices as applied to public procurement procedures;
- Good Report writing skills;
- Knowledge of office management principles, practices and procedures
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Working knowledge of computer applications

- Sound working knowledge of the GoJEP system; and
- Basic Knowledge of GFMS

Authority:

- Recommend/Approve leave for direct reportees in keeping with the human resource policies and procedures;
- Give advice on pension matters;
- Recommend re-assignment of staff within the unit;
- Recommend acting, appointment transfers and promotion of direct reportees;
- Review internal policies and procedures/develop and make recommendations to fulfill; and
- Review Performance Appraisal targets and work plans for direct reportees to accord with revised goal settings

Performance Standards

- Unit Work Plan prepared in accordance with agreed format and within specified timeframe;
- Procurement documents received are examined and reviewed in a timely manner and in accordance with the established guidelines;
- Procurement documents and other related correspondence are processed in a timely manner and in accordance with established guidelines;
- Submissions prepared in a timely manner;
- Accurate information disseminated internally and externally;
- Queries made by suppliers/vendors are responded to in a timely appropriate manner;
- Reports prepared are accurate, comprehensive and produced within specified timeframe; and
- Confidentiality and integrity are exercised at all times.

Minimum Required Qualification:

- Associated Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Certification in Public Administration (e.g. INPRI- Level 2-3/UNDP/CIPS, etc.); and
- Two years related work experience