



**Cannabis
Licensing
Authority**

Jamaica

JOB DESCRIPTION

JOB TITLE:

Public Procurement Officer

JOB GRADE:

GMG/AM 3

REPORTS TO:

Director 1 Public Procurement (GMG/SEG 1)

DIRECT REPORTS:

None

JOB PURPOSE:

Under the supervision of the Director, Public Procurement, the Public Procurement Officer provides support to the procurement process and ensures that procurement is done in accordance with the Government of Jamaica's Procurement guidelines, policies and procedures.

KEY OUTPUTS

- Annual Unit Procurement Plan prepared
- Procurement Committee supported
- Proper records of physical flow of all materials maintained
- Procurement activities executed
- Audit queries in relation to procurement activities responded to
- Tender/bid documents including Request for Proposal (RFP) and Request for Quotation (RFQ) prepared
- Tender/bids documents including Request for Proposal (RFP) and Request for Quotation (RFQ) reviewed
- Monthly, Quarterly and Annual Procurement reports prepared
- Quotations from suppliers requested
- Orders and delivery of goods and services (administered) and followed through
- Collection of goods from supplier arranged
- Office supplies and other goods/stock replenished
- Goods delivered checked and verified
- Staff sensitized to Government's Procurement Guidelines

Key Responsibilities

- Participates in the preparation of the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Provides administrative support to the Procurement Committee and provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Assists with managing the Annual Procurement Budget and alerts the Director as necessary, to avoid overruns or underutilization;
- Maintains proper records of the physical flow of all materials, equipment, supplies and services;
- Administers procurement activities in the Department to ensure transparency, objectivity, economy and efficiency in procurement transactions;
- Keeps abreast of trends and changes in procurement and makes recommendations for their adoption where necessary to enhance the Department's procurement function;
- Responds to Audit queries in relation to procurement activities; • Checks purchase requisitions for accuracy and compliance with established policies and procedures;
- Prepares tender/bid documents including Request for Proposal (RFP) and Request for Quotation (RFQ) to effect procurement;
- Reviews tender/bid documents including Request for Proposal (RFQ) and Request for Quotations (RFQ) submitted by Programme Managers, for accuracy and completeness;
- Assists in research and compilation of data, as well as prepares Monthly, Quarterly and Annual Procurement Reports, and submits to the relevant authorities (Office of the Contractor General etc.);
- Uploads Withholding Tax Certificate to Tax Administration of Jamaica (TAJ) Portal within one month of receipt of invoices;
- Keeps abreast of the Government's Procurement procedures, trends and developments in procurement and recommends their adoption/application, where appropriate, to increase effectiveness and productivity;
- Receives and checks purchase requisitions for accuracy and overall compliance with established policies and procedures;
- Requests quotations from suppliers where required and makes price comparisons for the selection of supplier; administers orders and follows through on delivery of goods and services;
- Makes arrangements as necessary, for the collection of goods from suppliers;
- Liaises with Executive Assistant regarding procurement for replenishing of Office supplies and other goods/stocks;
- Checks and verifies goods delivered and hands over to the relevant Officer;
- Verifies invoices and submits to Director of Finance for approval of payment;
- Updates computer records and maintains files for purchase requisitions and list of qualified suppliers;
- Assists in sensitizing staff on Government's Procurement guidelines and amendments to policies;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of the Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent Oral and Written Communication skills

- Tact and ability to get along with others
- Excellent Interpersonal skills
- Good Negotiating skills
- Excellent Time Management skills

Minimum Required Qualification and Experience

- Bachelor’s Degree in Management Studies, Business Administration, Public Administration or equivalent;
- Training/Certification in Government procurement policies and procedures;
- Two (2) years’ experience in a similar position;
- Training/experience in Inventory Management and/or Accounting would be an asset.

OR

- Associate Degree /Diploma in Business /Office/Administrative Management;
- Training/Certification in Government procurement policies and procedures;
- At least three (3) years’ experience in a similar position;
- Training/experience in Inventory Management and/or Accounting would be an asset

VALIDATION

This document is validated as an accurate and true description of the job when agreement is signified below.

Approved by: **Chief Executive Officer**

Signature: _____ Date: _____

Received by:

I have received, read and fully understand the requirements of the job as outlined.

Signature: _____ Date: _____