



MARITIME AUTHORITY OF JAMAICA

JOB DESCRIPTION & SPECIFICATION

JOB TITLE:	Manager, Public Procurement
JOB GRADE:	Level 7
DIRECTORATE:	Corporate Services Directorate
DEPARTMENT:	Public Procurement
REPORTS TO:	Director Corporate Services
SUPERVISES:	Public Procurement Officer

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
---	-----------------------------

JOB PURPOSE:

Under the direct supervision of the Director, Corporate Services, the Public Procurement Manager has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities:

- Provides advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures
- Participates in the operational plan and work programmes
- Advises the Director, Corporate Services of supplier's reliability/ suitability and performance
- Attends meetings of Procurement Committee
- Represents the Authority at Conferences, Workshops and Seminars
- Monitors and ensures that effective and up to date procurement records are maintained.
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitors and maintains an inventory listing of all equipment brought within the Authority.
- Acts as purchasing agent on behalf of the entity as well as local funded projects.
- Prepares/ Reviews policies and procedures for the Authority
- Evaluates the performances of the Procurement Process along with Head of the Directorate and Committee members.

Technical/Professional Responsibilities:

- Act as eProcurement Coordinator and Lead Evaluator
- Coordinate and conduct procurement compliance reviews
- Coordinate and conduct organization procurement training seminars/workshops
- Coordinate reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensure that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately
- Monitor the Authority's procurement activities to ensure conformity to the Procurement Plan
- Oversee the contract award process
- Oversee the tendering process
- Provide advice on public procurement matters to officers.
- Represent Unit at Procurement and Contract Award Committees and Board meetings.
- Represent the Authority at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Review and approve contract award recommendations within the specified threshold

- Review procedure for the procurement of works, goods & services carried out by the Authority
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurements guidelines and procedures and complied with.
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and /or services.
- Prepares Budget for the Unit
- Prepares the Annual Procurement Plan for the procurement of goods, works and services
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance and Accounts Division.
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the organization to be exempted from these taxes.
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act.
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner.
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensure implementation is effected within the Authority.
- Liaises with representatives of funding agencies and Government Departments on matter relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to.
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources.
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations.
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities

- Monitor and evaluates the performances of direct reports, prepares performance appraisals and recommend and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.

- Ensure the welfare and development needs of skill in the Division/Unit are clearly identified and addressed.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.
- Chairs tender opening exercises conducted at the Organization
- Participates in the evaluation of tenders
- Any other duties assigned as directed by the Director, Corporate Services

Required Knowledge, Skills and Competencies

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

Minimum Required Education and Experience

- B. Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- Diploma in Accounting, Business administration or any related fields
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Seven (7) years related work experience in procurement of goods and services

Special Conditions Associated with the Job:

- Subject to Vetting (inc. background checks).
- Adhere/Maintain Critical deadlines for completion of projects.
- Ability to cope under pressured working conditions.
- May be required to work extended working hours, on weekends and public holidays.