



OFFICE OF THE CHIEF SECRETARY
PROCUREMENT MANAGER
CONTRACTUAL POSITION

JOB TITLE: PROCUREMENT MANAGER

JOB SUMMARY:

The incumbent is required to plan, direct and coordinate the procurement activities of the Office of the Chief Secretary, ensuring compliance with applicable procurement laws, regulations, policies and procedures. Duties include developing, implementing and monitoring the procurement plan/programme; planning and directing the work of the procurement staff; managing the tendering process; evaluating the performance of contractors (includes vendors, suppliers and consultants); and providing cost information in the budget estimate development process. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: CHIEF ADMINISTRATOR OF DESIGNATED OFFICER

SUPERVISION GIVEN TO: PROCUREMENT OFFICERS AND/OR OTHER SUPPORTING STAFF

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs and co-ordinates the procurement of supplies, materials, equipment and services (including consulting services) for the Office of the Chief Secretary.
- Develops, implements and monitors a procurement plan/programme for the Office of the Chief Secretary.
- Ensures that all procurement activities comply with applicable laws, regulations, policies and procedures and adhere to the principles of accountability, transparency and value for money.
- Plans, organizes, directs and co-ordinates the work of staff engaged in procuring supplies, materials, equipment and services for the office of the Chief Secretary; provides them with advice and guidance on procurement issues; evaluates and reports on their performance.
- Leads the preparation of Expressions of interest, Request for Quotation, letters of Invitation, Request for Proposals and other tender document; manages the procurement process to ensure consistency and compliance with applicable laws, regulations, policies and procedures.
- Provides guidance and advice on the development of tender documents (Terms of Reference, Technical Specifications and Scope of Works) and other procurement activities.

- Facilitates the evaluation of proposals and bids for submission to the Office of the Chief Secretary's Tenders Committee or to the Central Tenders Board.
- Leads negotiations with contractors and with lending agencies, where appropriate.
- Directs and oversees the establishment, implementation and maintenance of a contractor performance management system to assess indicators such as capability, quality and delivery.
- Plans and organizes the logistics associated with prompt delivery of supplies, materials, equipment and services to meet the need of the Office of the Chief Secretary.
- Participates in the development of the Office of the Chief Secretary's budget estimates by advising on projected costs of supplies, materials, equipment and services.
- Ensures the establishment and maintenance of an appropriate inventory control and management systems.
- Recommends procurement and warehousing strategies to take advantage of economic order quantities, prices and deliveries
- Liaises with officials of the Office of the Chief Secretary, Tender Committee, Central Tenders Board and other private/public sector organizations regarding procurement matters as required.
- Prepares reports and other documents as required on procurement matters.
- Represents the Office of the Chief Secretary on committees and at meetings and other fora related to procurement matters.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

<ul style="list-style-type: none"> • KNOWLEDGE: 	<ul style="list-style-type: none"> • Extensive knowledge of the relevant laws and regulations, policies and procedures governing the procurement of supplies, equipment, materials and services in the Public Service. • Extensive knowledge of procurement methods and procedures. • Considerable knowledge of the sources of supplies, equipment, materials and services, their availability and market prices and trends. • Considerable knowledge of stores management and inventory control. • Considerable knowledge of Government's financial/accounting practices and procedures. • Considerable knowledge of the procurement policies and procedures of international lending agencies. • Considerable knowledge of the principles and practices of Project Management.
<ul style="list-style-type: none"> • SKILLS AND ABILITIES: 	<ul style="list-style-type: none"> • Skill in the use of personal computers. • Proficient in the use of Microsoft Office Suite. • Ability to interpret and apply laws, regulations, policies and procedures pertinent to

	<p>procurement in the Public Service and international lending agencies.</p> <ul style="list-style-type: none"> • Ability to plan, organize and direct the work of staff engaged in performing procurement duties. • Ability to develop and implement a procurement plan/programme. • Ability to conduct negotiations with contractors. • Ability to communicate effectively, both orally and in writing. • Ability to establish and maintain effective working relationships with associates. • Ability to identify, analyse and solve problems and make appropriate recommendations. • Ability to analyse and interpret data and prepare comprehensive reports.
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MINIMUM EXPERIENCE AND TRAINING

- Minimum of six (6) years’ experience performing procurement duties including three (3) years at a supervisory level.
- Training as evidenced by a Master’s Degree in Supply Chain Management, Business Administration with core courses in procurement management or a related field from a recognised institution.

OR

- Minimum of eight (8) years’ experience performing procurement duties, including four (4) years at a supervisory level.
- Training as evidenced by a Bachelor’s Degree in the Social Sciences such as Business Administration, Project Management or related field from a recognised University OR the Chartered Institute of Purchasing and Supply (CIPS) Advanced Diploma in Purchasing and Supply or the Institute for Supply Management (ISM) Certified Professional in Supply Management.