



**NATIONAL EDUCATION TRUST (NET)  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Procurement Officer</b>
<b>JOB GRADE:</b>	<b>Level 4</b>
<b>DIVISION/UNIT:</b>	<b>Finance &amp; Accounts</b>
<b>REPORTS TO:</b>	<b>Procurement Manager</b>
<b>MANAGES:</b>	<b>N/A</b>

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

\_\_\_\_\_  
Human Resource Division MoEY/NET

\_\_\_\_\_  
Date

## **STRATEGIC OBJECTIVES OF THE UNIT**

To provide financial, investment, accounting and procurement services in accordance with the Government of Jamaica (GoJ) regulations and procedures as required.

## **JOB PURPOSE**

The Procurement Officer is responsible for providing assistance with timely and cost effective administrative of procurement services to NET by sourcing, evaluating and contracting suppliers of goods, works and services; while ensuring the best possible value for NET in respect of cost, delivery, quality, as well as and supplier and end user support.

## **KEY OUTPUTS**

- Assist with the preparation and reviewing of technical specifications and request for proposals, bidding documents, contracts and evaluation reports in accordance with the GoJ guidelines.
- Prepare and execute purchase orders and requisitions.
- Assist with the preparation and updating of the procurement work plan in collaboration with the other Units.
- Assist with the procurement of proposals for submission to the MoEY Procurement Committee, Sector Committee, Public Procurement Commission (PPC) and Cabinet as required.
- Liaise with clients and suppliers on issues relating to procurement of goods, works and services for NET.
- Assist the Procurement Manager in the preparation of the relevant procurement reports as requested.
- Research information on services, products, sources of supply and market trends.
- Prepare invitations for Bids and Requests for Proposals.
- Establish and maintain the files and records systems.
- Prepare Individual Work Plan.

## KEY AREAS OF RESPONSIBILITY

### Technical / Professional Responsibilities

- Prepared draft Evaluation Reports.
- Drafts Letters of Award and vendor/supplier contracts for signature by the Procurement Manager and dispatch to suppliers for review and signing.
- Assist with the procurement of goods and services.
- Provide assistance and consultation to staff at the NET in the preparation of requisitions for special items.
- Research and evaluate suppliers based on price, quality, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history.
- Develop specifications and technical requirements of procurement items required, in collaboration with subject matter experts where necessary, to meet the needs of NET.
- Prepare and issue formal requests including Invitations for Bid, Requests for Proposals, and Requests for Qualifications subject to the Procurement Manager's approval.
- Facilitate the review and evaluation of competitive bids, quotes and proposals from vendors and contractors based on vendor qualifications, price and conformance requirements.
- Participate and assist the Procurement Manager in contract negotiations with suppliers to obtain the best possible value for goods and services when required.
- Prepare draft evaluation reports for submission to the Ministry's Central and Sector Procurement Committees.
- Ensure purchasing documents, files and records are maintained in accordance with established policies and regulatory guidelines to facilitate easy retrieval and availability of documentation, safe custody and an audit trail.
- Assist the Procurement Manager in the preparation of the Unit's annual budget.

- Draft letters to facilitate waiver requests and the registration of contractors with the PPC for review and signature of the Procurement Manager.
- Performs any other related duties as assigned by the Project Manager for the purpose of ensuring the efficient and effective functioning of the Procurement Division.

**PERFORMANCE STANDARDS**

- Records and files relating to requisitioning, sourcing, evaluation, award of contracts, waiver requests and registration of suppliers are complete, accurate and current.
- Effective working relationships with co-workers, suppliers and the public are achieved, and maintained.
- Procurement activities are conducted in a timely manner and in conformance with established policies, procedures and regulations.
- Specifications for the procurement of goods and services are technically sound and based on all relevant considerations.
- Research on market trends, new product and service developments and alternative sources of supplies is thorough and ongoing.
- Timely responses and assistance is given to suppliers and end users on procurement matters.
- Established targets are consistently achieved.
- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

**Internal and External Contacts (specify purpose of significant contacts)**

**Within the National Education Trust and the Ministry of Education and Youth**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Divisional/Unit Heads	Advice, assistance and consultations re

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
	requisitions and specifications
Members Procurement/Sector Committee	Documentation re submissions for approval
NET staff	Advice, assistance and consultations re requisitions; goods/service specifications; and supplier contracts

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Prospective suppliers	Advice on process and procedures re tender/bids/quotes/proposals
Suppliers	Negotiation and clarification of contract issues
Contractors	Exchange of Information regarding procurement matters
Schools	Information regarding procurement of goods and services
National Contracts Commission	Information regarding submissions

**REQUIRED KEY COMPETENCIES**

- Ability to organize work and utilize good time management techniques to meet critical deadlines.
- Ability to establish and maintain effective working relationships with suppliers and vendors.
- Ability to communicate effectively orally and in writing.
- High levels of professionalism and integrity.
- Attention to details and accuracy.
- Knowledge of the principles, methods and requirements of procurement.
- Knowledge of the Government of Jamaica's Public Sector Procurement Law, Policy and Procedures.
- Ability to interpret and apply Government's law, procurement policies and procedures.
- Ability to develop technical specifications to accurately describe the type and characteristics of goods/services.
- Ability to prepare invitations to bid and requests for proposals.

- Skill in effectively negotiating with suppliers to obtain the best possible value for commodities and services.
- Skill in operating a personal computer utilizing Word and Excel and other programme applications appropriate to assigned duties.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- First Degree in Public or Business Administration, Purchasing and Supply Management, Accounting or a related discipline
- Two (2) years purchasing related experience.
- Certified GoJ Procurement Professional

#### **AUTHORITY**

- To recommend suppliers of goods and services within prescribed limits
- To recommend procurement of goods, services, and equipment

#### **SPECIAL CONDITIONS**

- May be required to work outdoors occasionally

**Salary Scale: \$3,501,526 - \$4,709,163**