



## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: PROCUREMENT SPECIALIST**

#### **JOB SUMMARY:**

The Land Settlement Agency is responsible for the implementation of proper procurement procedures for the purpose of obtaining goods and services in which the Agency needs for its operations. The Procurement Specialist is required to procure the supplies, equipment, material and services (including consulting services) required by the Agency, ensuring compliance with applicable procurement laws, regulations, policies and procedures. The Procurement Specialist is also responsible for forecasting the procurement needs; performing pre-qualification studies; preparing tender documents; issuing responses to bids; evaluating the performance of contractors (includes suppliers, vendors consultants); maintaining records of procurement transactions and providing information on procurement costs to be used in budget development.

#### **REPORTS TO:**

- Chief Executive Officer

#### **SUPERVISION GIVEN TO:**

- Liaise with other Units as necessary

#### **DUTIES AND RESPONSIBILITIES:**

##### **Open Tender Process**

- Ensure that first drafts of all Requests for Proposals are completed and that the Infrastructure Development Units and Corporate Services Unit are coordinated to ensure that the document(s) reflects best practice in procurement – relative to the terms and conditions as are required for the specific project.
- Participates in the development of specifications and presenting recommendations for Tenders Committee approval.
- Assists with the preparation of Tender lists and documentation based on an approved prequalified database, projected requirements, comparing prices, delivery dates and specifications.
- Assists with administering the process regarding the evaluation of tenders where necessary, under the direction of the Chief Executive Officer and Manager- Corporate Services Unit.
- Assists with the preparation of relevant reports and paperwork for approval by management, Tenders Committee and the Land Settlement Committee in respect to all tenders over one million dollars in value.
- Assists the Manager-Infrastructure Development Unit and the Corporate Secretary with the review of tenders and evaluations as guided.

### **Prequalification of Vendors/Vendor Management**

- Assists the Manager-Infrastructure Development Unit and Corporate Secretary with the administration of the prequalification process and evaluation of prospective suppliers;
- Drafts pre-qualification documents and developments of pre-qualification evaluation criteria for the Chief Executive Officer, Corporate Secretary, and Senior Manager's review.
- Works with the Chief Executive Officer, Corporate Secretary, and senior managers by assist with ensuring that the approved list of prequalified proponents is maintained and managed based on the qualifications and experience of vendors as well as their performance throughout existing and past contracts
- Receives feedback from the Project Management team with respect to vendor performance on projects and reports same to the Chief Executive Officer, and senior managers
- Any other related duties as are assigned by the Chief Executive Officer from time to time

### **General Procurement**

- Complies with the Agency's policies, as well as external governing laws, rules, regulations and policies re purchase and contracting of works/services
- To obtain first-hand knowledge of policies, procedures, contacts, contracts and systems relative to the procurement of materials and services for the LSA
- Draft, develop and implement a procurement strategy and plan, in keeping with existing policy guidelines, to achieve best cost and flexibility in the context of changing trends in supplier and contract bases
- Design, develop and implement efficient and effective policies and procedures to support LSA's procurement activities
- Forecast the procurement needs of the Agency
- Create and implement Key Performance Indicators (KPIs) for measuring purchasing activity.
- Negotiate contracts and terms of purchase
- Ensure purchase requisitions and purchase orders are prepared and approved, in accordance with established Agency's policy and the relevant negotiated terms and conditions
- Ensure an efficient procurement filing system is maintained
- Ensure supplier's compliance with HSE regulations
- As guided by the Chief Executive Officer, Corporate Secretary, and senior managers, assist in the evaluation of pre-qualification applications and creation of pre-qualified lists of suppliers for recommendation to the Tenders Committee

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Considerable knowledge of the relevant laws, regulations, policies and procedures governing the procurement of supplies, equipment, materials and services in the Public Service.
- Considerable knowledge of procurement methods and procedures.
- Considerable knowledge of government's tendering procedures.

	<ul style="list-style-type: none"> <li>▪ Knowledge of the procurement policies and procedures of international lending agencies.</li> <li>▪ Knowledge of the sources of supplies, equipment, materials and services, their availability and market prices and trends.</li> <li>▪ Knowledge of stores management and inventory control.</li> <li>▪ Some knowledge of the principles and practices of Project Management.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Sound negotiating, interpersonal, analytical and communications skills</li> <li>▪ Sound planning and executing skills</li> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Ability to interpret and apply laws, regulations and procedures pertaining to procurement in the Public Service and international lending agencies</li> <li>▪ Ability to research the marketplace for new products, sources of supplies, materials and equipment.</li> <li>▪ Ability to prepare tender documents.</li> <li>▪ Ability to communicate effectively, both orally and in writing.</li> <li>▪ Ability to establish and maintain effective working relationships with associates.</li> <li>▪ Ability to negotiate effectively with contracted providers of goods and services.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Training as evidenced by a Bachelor’s Degree in Logistics, Supply Chain Management or a related field from an accredited academic institution, or</li> <li>▪ Bachelor’s Degree in Management or related field or</li> <li>▪ Certification in Procurement obtained through the Chartered Institute of Purchasing &amp; Supply (CIPS) or any other accredited academic institution.</li> <li>▪ Five (5) years’ working experience within a procurement environment. At least one (1) year’s supervisory experience</li> <li>▪ Equivalent combination of education and working experience</li> </ul>	