

Department of Correctional Services

TERMS OF REFERENCE

PROCUREMENT SPECIALIST

1. INTRODUCTION

The Department of Correctional Services falls under the purview of the Ministry of National Security and comprises three core functional areas namely:

- Custodial Services (Adult and Juvenile)
- Rehabilitation AND Community Services
- Human Resource Management and Administration

Given the increasing demand for procurement services and a drive to improve the efficiency and effectiveness in operations, the Department, has sought to build the capacity of the Procurement Unit. In light of the aforementioned, a Procurement Specialist for Strategic Procurement Management is required to provide guidance and technical expertise.

2. JOB PURPOSE

The incumbent is responsible for planning and coordinating the systematic execution of procedures for the timely and cost effective procurement of goods and services on behalf of the Departments in accordance with the relevant Government of Jamaica (GOJ) policies, procedures and standards.

3. CORE FUNCTIONS/JOB DUTIES

a) To manage the procurement of goods, consulting services and non-consulting services to ensure value for money in accordance with the relevant policies/guidelines;

- Liaises with Heads of Units/Divisions to develop projections to inform compilation of the annual procurement plan;
- Identifies and evaluates sources of supply;
- Reviews and evaluates the performance of the suppliers;
- Coordinates the preparation and implementation of tender documents including Terms of References (TOR), Request for Proposals (RFP);
- Provides guidance regarding the tender evaluation process and guides the recommendations through the approval process;

- Participates in the negotiation of purchasing agreements, credit arrangements and service contracts and ensures adherence to the terms of the service contracts;
- Monitors the preparation and planning of orders and follows through on the delivery of goods and services
- Liaises with suppliers and assists in resolving discrepancies on a timely basis;
- Prepares Cabinet Submissions for contracts within the value threshold stipulated by the Procurement Policy and submit to Commissioner of Corrections for transmission to the Ministry of National Security (MNS) ;
- Participates with the preparation and presentation of recommendations to the Procurement Committee.

b) To develop and maintain adequate controls and procedures to accomplish the proper and timely recording and reporting of the physical flows of all assets including materials and equipment;

- Recommends, develops and implements purchasing and inventory control policies, procedures;
- Maintains systems and procedures for the accurate classification of services and coding of goods;
- Monitors re-order levels and coordinates asset replacement as appropriate;
- Facilitates payments for supplies by certifying invoices (including copies of bills) and submits to the Accountant;
- Conducts boarding of Assets in accordance with the GOJ Procurement Policy;
- Follows up on payments for goods and services.

c) To provide accurate and timely advice on procurement matters to all internal stakeholders as required;

- Interprets and implements Procurement Policy and guidelines and provides advice as required;
- Monitors the procurement activities within the Institutions/Offices, keeps Supervisor abreast of challenges and develops appropriate systems and procedures for work improvements;
- Interprets contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal;
- Prepares and submits reports to the relevant authorities, e.g. National Contracts Commission, Sector Committee, Office of the Contractor General, Auditor General etc.
- Provides technical advice to Senior Director Human Resource Management and Administration and other stakeholders on procurement matters;
- Prepares and submits weekly, quarterly and annual reports

d) To manage the acceptance of grants/gifts to the Department in keeping with established policies and guidelines.

- Assesses the acceptability of proposed grants/ gifts from local and international individuals(s) and organization(s);
- Recommends approval to Commissioner for the acceptance of gifts of money, services, assets and consumables in keeping with established policies and guidelines;
- Liaises with Agencies and Departments and provide the relevant advice and guidance;
- Prepares and make submissions to the Ministry of Finance and Planning advising of gifts of money and for its incorporation in the Estimates of Expenditure or Supplementary Estimates as Appropriation-In-Aid;

e) To manage the disposal of assigned government –owned vehicles in keeping with the Revised Comprehensive Motor Vehicle Policy for the Public Sector.

- Assesses applications for the purchase/disposal of assigned motor vehicles to determine whether the eligibility requirements are satisfied;
- Recommends approval for the sale of assigned motor vehicles in accordance with GOJ motor vehicle policy;
- Prepares and makes submissions to the Ministry of Finance and Planning for the sale of assigned motor vehicles upon endorsement by the Commissioner;
- Liaises with prospective purchasers of assigned motor vehicles and provides technical guidance and support in concluding the sale of the motor vehicle.

f) To lead and manage the Unit in the achievement of the above strategic objectives.

- Plans, organizes and directs the work of the Unit;
- Prepares Weekly, Quarterly and Annual reports on the progress of the Unit based on the established targets;
- Prepares Strategic Business and Operational Plans as well the Budget for the Unit;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Develops and manages the performance of the Unit and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Conducts final assessment of supervisees based on the performance assessment criteria and prepares performance report;
- Ensures that staff have sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relationships with external and internal stakeholders, ensuring that the Unit provides a consistently high level of service;
- Provides guidance to staff through coaching, mentoring and training as needed.

4. DELIVERABLES

The deliverables of this function include:

- a) Goods and services procured;
- b) Purchasing records maintained;
- c) Compliance maintained with the relevant guidelines;
- d) Requests for proposals and quotations prepared to specifications/guidelines;
- e) Discrepancies with suppliers resolved;
- f) Purchasing, inventory control policies and procedures implemented;
- g) Inventory of assets managed and maintained;
- h) National Contracts Commission (NCC) Submissions prepared;
- i) Cabinet Submissions prepared;
- j) Representation provided at the various Committees, e.g. NCC & Cabinet;
- k) Procurement Policies interpreted;
- l) Technical Advice given;
- m) Procurement Plan and budget prepared;
- n) Submissions made to the Procurement Committee;
- o) Contracts reviewed;
- p) Invoices for payment submitted;
- q) Capital and non-capital goods procured;
- r) Procurement Reports prepared;
- s) Board of Survey managed;
- t) Disposal of assigned motor vehicles managed;
- u) Quarterly Contracts Award/Procurement Reports prepared;
- v) Work Plans and performance reviews completed and submitted
- w) Goods and services acquired by the Department in a timely manner and in conformance with the GOJ Procurement Policies and guidelines.

5. PAYMENT SCHEDULE

- (a) Eight (8%) percent per month for the first ten (10) months on DCS approval of
monthly reports
- (b) 10% on DCS approval of the 11th monthly report
- (c) 10% on DCS approval of the 12th and terminal report

6. AUTHORITY

- Negotiate contracts within established limits for goods and services;
- Sign delivery slips and goods received notes and recommend payments;
- Recommend procurement methods;

- Recommend acceptance or rejection of suppliers' proposals;
- Recommend termination of suppliers' contracts;
- Conduct tender openings;
- Make decisions in respect of purchasing of goods and services;
- Recommend assets for Boarding;

7. RESOURCES MANAGED

- Fixed Assets
 - Budget
- Human resources

8. QUALIFICATION & EXPERIENCE

- a) Bachelors Degree in Management Studies/Business Administration/Public Sector Management or equivalent qualification and training;
- b) At least three (3) years experience in procurement in the government service including preparation of tenders and negotiation of contracts for goods and services;
- c) Training in GOJ Procurement Policies and guidelines
- d) Experience in analyzing asset movements and inventory management.

9. SPECIFIC KNOWLEDGE & SKILLS

- Sound knowledge of government's procurement policies and procedures including:
 - preparation of tender documents
 - conducting tender openings
 - evaluating bids
- Sound knowledge of supplies and inventory analysis;
- Sound knowledge of contract management;
- Excellent knowledge in purchasing techniques and principles related to industrial and volume buying;
- Excellent report writing skills;
- Well developed critical thinking, analytical and problem solving skills;
- Working knowledge of the Finance, Administration and Audit Act (FAA Act);
- Ability to manage limited resources in order to achieve outputs;
- Ability to develop and maintain good interpersonal relationships with internal and external stakeholders;
- Computer Literacy - especially Microsoft Excel, Word.

10. EVALUATION CRITERIA

Attached

11. WORKING RELATIONSHIPS

Internal

Commissioner and Divisional Heads	Issues relating to procurement of equipment, goods and services
Finance Unit	Follow up on payment for goods and services
Director, Human Resource Management	Human Resource Management Issues

External

<u>Contact</u>	<u>Purpose</u>
Contractors, Suppliers	Matters relating to the provision of goods and services
Ministry's Department & Agencies	Issues relating to procurement of equipment, goods and services
Ministry of Finance, National Contracts Commission, Office of the Contractor General, Auditor General, Sector Committee etc.	Seek advice and to satisfy reporting requirements

10. WORKING CONDITIONS

- Willingness to work in high risk environment and extensive travelling (Must possess reliable motor vehicle)
- Maybe required to work beyond normal working hours