

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Chief Procurement Officer
<b>DEPARTMENT:</b>	Procurement
<b>REPORTING TO:</b>	Chief Executive Officer

### Summary:

The role of the Chief Procurement Officer (CPO) is to provide leadership, vision, direction and structure to the procurement function to drive the efficient, effective and value added procurement planning, sourcing and contract management in keeping with the Corporation's strategic priorities and in compliance with applicable legislation and industry best practice.

The CPO is further expected to analyze, categorize and account for works, goods and services procured according to risk and spend in a manner prescribed by the Public Procurement and Disposal of Public Property Act 2015 and the Corporation's approved Procurement Procedure Policies.

The CPO is accountable for the to the Chief Executive Officer as the Accounting Officer for the management of the procurement function and to the Office of the Procurement Regulation for compliance of the management of the procurement function with the Public Procurement and Disposal of Public Property Act 2015.

### Education, Knowledge and Experience

- Professional Diploma in Procurement & Supply- CIPS or SPSM
- (MBA) Masters in Business Administration or Master's Degree in Procurement or Supply Chain Management from an accredited academic tertiary level institution
- Professional Membership in CIPS will be an asset
- Certification in legal training will be an asset
- Working knowledge of State Financial Regulations
- Knowledge and understanding of the requirements for State Enterprises under the State Enterprise Performance Monitoring Manual of the Ministry of Finance
- Project Management will be an asset
- Knowledge of Contract law and FIDIC Contracts would be an asset
- Excellent negotiating and influencing skills
- Knowledge of public administration
- In-depth knowledge, understanding and application of current Public Procurement Laws and Regulations and of the Public Procurement and Disposal of Public Property Act 2015

- Proficiency in the use of Microsoft Office Suite and software relevant to job functions
- Knowledge and use of an electronic procurement software, network and database would be an asset including management and implementation of e-Auctions
  
- Eight (8) years' experience, performing similar functions in a procurement environment including five (5) years in a senior management position in a large, diverse organization

**OR**

Any equivalent combination of qualifications, training and experience will be considered.

## **Key Functions and Responsibilities:**

### **Development of Human Capital**

- Liaises with the HR Department as necessary and to ensure that all HR policies and procedures are implemented throughout the Procurement Department.
- Ensures the on-going evaluation of employees and recommends appropriate training and development for performance improvement as necessary.
- Manages the human capital of the department to ensure a level of job satisfaction in keeping with corporate objectives.

### **Management of Department**

- Develops and ensures implementation and evaluation of strategies and plans to ensure achievement of short, medium and long-term objectives.
- Operates as a critical member of the corporate team in the corporation's strategic planning initiatives.
- Prepares and manages the approved Departmental budget.

### **Principal Responsibilities**

- Recommending and updating policies, procedures, systems, structures and frameworks for all procurement related activities to deliver best practice procurement and contract management solutions aligned to the regulatory and legislative requirements
- Provides expert advice to key stakeholders on all aspects of the procurement legal framework, policy, strategy and practice to inform business planning and action, encourage innovative approaches and enhance value through improved procurement efficiency and outcomes
- Leads high level negotiations with procurement partners and suppliers and establishes collaborative stakeholder and strategic supplier relationships to deliver optimal value for money outcomes

- Establishes and leads an organization-wide procurement governance and risk management framework to monitor, manage and drive procurement performance ensuring compliance with relevant legislation and policy and identify business opportunities
- Establishes key performance indicators and qualitative and quantitative metrics to capture, report and evaluate the benefit and performance of all procurement activity and leading improvement planning and implementation in consultation with key stakeholders
- Identifies the supply risks associated with each category of goods and services being procured
- Leads the development of the Annual Procurement Plan and manage the total procurement efforts in accordance with the Approved Annual Procurement Plan
- Conducts annual review of procurement policies, guidelines etc. to ensure alignment with legislation and for improved organizational efficiency
- Develops and maintains an effective working relationship with the Office of the Procurement Regulation
- Keeps abreast of amendments, publications and requirements of the Office of the Procurement Regulation
- Prepares presentations
- Conducts internal and stakeholder training
- Compiles reports for the Office of the Procurement Regulator and other key internal and external stakeholders, as required.

#### **Tender Process**

- Develops and implements effective policies and procedures to guide User departments on selected methods for tendering for the Corporation and its clientele
- Develops and implements effective systems and processes to ensure that appropriate Tender Evaluation criteria are prepared for approval by the Tenders Committee
- Ensures the development of specifications for equipment, products or substitute materials by the technical or subject- matter experts and maintains an up to date database for future reference
- Manages, administers, schedules and facilitates the procurement process from initiation to award or termination of contract.

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

- Manages the prequalification process and evaluation of prospective suppliers
- Reviews pre-qualification documents and pre-qualification evaluation criteria and submits for approval of the designated levels of authority; and monitors to ensure approval prior to implementation
- Evaluates pre-qualification applications and pre-qualified lists of vendors for submission/recommendation to the Tenders Committee
- Develops processes for the pre-qualification processes, monitoring the period of eligibility and updating records on those pre-qualified
- Develops processes to record, track and update validity of documents submitted in the tender process
- Ensures that the approved list of prequalified vendors is maintained and managed based on the qualifications, experience of vendors and performance throughout existing and past contracts. Develops processes for recording, tracking and assessing performance

- management of contractors based on documented contract performance and linking same to pre-qualification eligibility. Records feedback received with respect to vendor performance on projects, and uses as the basis for future recommendations
- Implements supplier/vendor KPIs and manages approved Vendor Performance Management process
  - Ensures that terms and conditions are forwarded to the relevant Department for detailed negotiation and finalization of the contract
  - Performs any other duties related to the job junction as required

#### **Dimensions and Scope of Role**

- Operates in accordance with the Public Procurement and Disposal of Public Property Act 2015
- Operates in accordance with the State Financial Regulations and State Enterprise Performance Monitoring Manual
- Operates in accordance with all other Laws and Regulations
- Operates within the approved Procurement Policy and Procedure of the Corporation
- Responsibility for development and prudent management of the Department's Budget

#### **Key Behavioral Competencies**

**People Development:** Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

**Strategic Perspective:** Is proficient in the use of strategic planning, monitoring and control techniques. Has an understanding of issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organization's intended results.

**Governance/ Compliance:** Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

**Integrity:** Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. walks the talk, sets good example, ethical conduct.

**Risk Management:** Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Corporation guidelines to mitigate risk.

**Customer Service:** Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially.

**Leadership:** Ability to convince, influence, motivate and enable others to contribute to the efficiency, and success of the of the overall business strategy, culture and core values of the Corporation

**Change Agent:** Manage the transformation process, using innovation and creativity as the catalyst for 'mind-set' change and changes in attitude and standards of behaviour for the optimal benefit of our stakeholders

**Negotiation:** Ability to motivate, influence and convince others to take a particular course of action in protection of or benefit to the corporation