

JOB DESCRIPTION

JOB TITLE:	Senior Procurement Officer
DEPARTMENT:	Procurement
REPORTING TO:	Chief Procurement Officer

Summary:

The role of the Senior Procurement Officer is to provide support the Chief Procurement Officer in administering the procurement processes in an accountable and transparent manner. This involves ensuring that the Department's operations are in accordance with approved corporate policies and procedures as it relates to purchases and contracts for services, ensuring that the Corporation receives the best value for money

The incumbent also supports the Human Resource initiatives of the corporation and provides guidance and direction to employees in the administration of the procurement process.

Education, Knowledge and Experience

- Advanced Diploma / Level 5 in Procurement & Supply - CIPS or SPSM and Bachelor's Degree in Management;
- Bachelor's Degree in Logistics or Supply Chain Management from an accredited academic institution

- Working knowledge of Public Sector Procurement
- In-depth knowledge of Procurement Laws and Regulations
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions

- Five (5) years' experience, performing similar functions in a procurement environment, including three (3) years in a supervisory position of a large, diverse organization

OR

Equivalent combination of Qualification, Training and Experience

Key Duties & Responsibilities:

Development of Human Capital

- Performs functions as outlined in the various HR processes as assigned
- Assists in the development of key performance indicators to measure the performance of staff in the department
- Assists in the conduct of performance evaluations of employees and recommends training and development, if deemed necessary.
- Assists in the development and implementation of a departmental training plan

General Procurement

- Drafts departmental policies and procedures as directed
- Assists in the implementation, monitoring and compliance of state policies and procedures, laws and regulations governing procurement and PDACing
- Assists with the development /implementation and review of approved internal policies and procedures governing procurement
- Participates in the on-going reviews and updates of the Procurement Manual to ensure continued relevance
- Prepares, submits and / or presents monthly/annual/ad hoc reports as required
- Prepares and delivers official presentations to internal and/or external stakeholders as directed
- Develops and maintains professional working relationships with key internal and external stakeholders
- Assists in the preparation of Board / Committee/ Cabinet Notes as directed
- Leads the development of procurement strategies for hi-value and hi-risk projects;
- Reviews procurement strategies for low-value and low-risk projects developed by POs;
- Liaises with clients to expedite the approval of procurement strategies and recommendations for award of contract;
- Reviews and advises the CPO on the outcome of low risk/ low value procurement actions

Tender Process

- Reviews drafts of all Requests for Proposals and/or Requests for Quotations and ensures liaison with the various Departments in the documentation of 'Requests for Proposals and/or Quotations' relative to terms and conditions for the specific project
- Provides direction to the team in the development of specifications for equipment, products or substitute materials.
- Assists in reviewing bid proposals and specifications, preparation and presentation of recommendations for PDAC Committee approval
- Uses the approved prequalified database and projected requirements, compares prices, delivery dates and specifications and documents tender lists with supporting documentation
- Assists with administering the process for the evaluation of Tenders where necessary
- Assists with reviews and evaluation of Tenders; prepares relevant reports with supporting documentation for approval in accordance with the approved policies and procedures governing tendering
- Prepares and delivers Presentations as and when required

Vendor Management

- Assists with the administration of the prequalification process and evaluation of prospective suppliers
- Drafts pre-qualification documents and pre-qualification evaluation criteria for consideration and sign off
- Assists in the evaluation of pre-qualification applications and creation of pre-qualified lists of suppliers for recommendation to the PDAC Committee.
- Documents and maintains the approved list of prequalified proponents based on the qualifications and experience of vendors as well as their performance throughout existing and past contracts.
- Compiles feedback from the Project Management and Facilities Management teams or any other Team with respect to vendor performance on projects and reports on same, in keeping with stated requirements inclusive of timeframes.
- Develops and implements a vendor feedback system, prepares reports and makes recommendations to the Chief Procurement Officer for improved departmental efficiency and effectiveness
- Performs any other duties related to the job junction as are assigned by the Head of Department

Dimensions and Scope of Role

- Operates in accordance with the State Financial Regulations
- Operates in accordance with current Procurement Laws and Regulations
- Operates within the Policy and Procedure of the Corporation

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.

Strategic Perspective: Has an understanding of issues, competitive markets and challenges in the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

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

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

Communication: Has the ability to communicate in a logical and organized manner at all levels in the organization. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

Supervisory Skills: Create an environment that motivates employees towards organizational and individual goals. Ability to engage, convince and inspire others. Willingness to enable, authorize or legitimize action of subordinates. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Personal Attributes: Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Willingness to respond promptly to internal and external needs.

Key Performance Indicators

- Documented procedures to reflect Best Practice in Procurement
- Procurement projects maximum cycle-time: small – 3 mth; medium – 6 mths; large – 9 mths
- Documented Systems implemented to ensure accountability and transparency
- Records systems established and maintained