

## JOB DESCRIPTION

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

### Summary:

The Procurement Officer operates as part of the Procurement team in administering the procurement processes in accordance with corporate policies and procedures as it relates to purchases and contracts for services, ensuring that the Corporation receives the best value for money.

### Education, Knowledge and Experience

- Diploma in Procurement and Supply - CIPS or SPSM and Degree in Management or related discipline from an accredited academic institution; or
- Degree in Logistics/Procurement or Supply Chain Management from an accredited academic institution
  
- Working knowledge of State Financial Regulations
- Sound knowledge of current Procurement Laws and Regulations
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions
  
- Four (4) years' working experience, performing similar functions in a procurement environment of a large, diverse organization

**OR**

Equivalent combination of Qualification, Training and Experience

### Key Duties & Responsibilities:

#### General Procurement

- Performs functions in accordance with the relevant procedures

#### Tender Process

- Liaises with the relevant department(s) and completes drafts for 'Requests for Proposals' and/or Requests for Quotations for specific projects

- Participates in the development of specifications for equipment, products or substitute materials
- Assists in reviewing bid proposals and specifications, preparation and presentation of recommendations for Tenders Committee approval
- Uses the approved prequalified database and projected requirements, compares prices, delivery dates and specifications and assists with documentation of tender lists with supporting documentation
- Assists with administering the process regarding the evaluation of tenders as directed
- Reviews assigned tenders documents, prepares relevant reports with supporting documents for approval in accordance with the approved policies and procedures governing tendering
- Assists with reviews and evaluations of tenders; drafts reports for approval in accordance with the approved policies and procedures governing tendering

#### **Pre-Qualification of Vendors**

- Assists with the administration of the prequalification process and evaluation of prospective suppliers
- Drafts pre-qualification documents and development of pre-qualification evaluation criteria for review
- Assists in the evaluation of pre-qualification applications and creation of pre-qualified lists of suppliers for recommendation to the Tenders Committee as assigned
- Assists with maintenance of the approved list of prequalified proponents based on the qualifications and experience of vendors as well as their performance throughout existing and past contracts.
- Records feedback received from Project Management and Facilities Management teams with respect to vendor performance on projects in accordance with requirements
- Performs any other duties related to the job junction as assigned

#### **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**

**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.

**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