

**JOB DESCRIPTION AND SPECIFICATION**

**FIREARM LICENSING AUTHORITY**

<b>JOB TITLE</b>	<b>SENIOR PUBLIC PROCUREMENT OFFICER</b>
<b>JOB GRADE</b>	GMG/SEG 1
<b>DIVISION</b>	Finance and Administration
<b>REPORTS TO</b>	Director 2, Public Procurement
<b>REMUNERATION</b>	\$2,735,387.00 per annum

**Job Purpose**

Under the direct supervision of the Director 2 - Public Procurement, the Senior Public Procurement Officer is required to research information on prices and procures goods and services requested by various department.

**Key Outputs**

- Prices of goods and services researched
- Suitable and registered suppliers sources
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

**Management/Administrative**

- Prepare contracts
- Coordinate public procurement tender closing and opening exercise
- Review tender evaluation reports
- Assess quotations and make recommendation for award
- Prepare addenda to tender documents
- Ensure that all the FLA contracts are reviewed by the Legal Department or designate
- Maintain contract register

- Prepare Procurement Plans for the Authority
- Maintain database with current cost and location of goods, works, and services and establish links with ones in other government agencies.
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money
- Liaise with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Maintain data file with Government of Jamaica Procurement Procedures
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and FLA representatives
- Review all tender reports for submission to the Procurement Committee, Sector Committee, Contracts Committee and OPM
- Keep track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination.
- Advises, supports and assists employees on all aspects of the procurement process and procedures
- Ensure that Procurement Committee and Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained
- Assists the Director, Procurement to set priorities and to formulate procedures
- Advises the Director, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement
- Provides guidance to Internal/External customer on the Ministry's procurement policies and procedures
- Develops priority settings for the client
- Ensures that cheques and withholding tax certificates are collected by the supplier once goods are received in good condition and according to purchase order
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Good received or Services rendered"
- Ensures that procurement practices conform with the relevant Acts
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner
- Establishes and maintain an inventory listing of equipment bought etc.
- Advises on the reliability and performance of suppliers

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs any other duties as directed by the head of the Division

- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement

### **REQUIRED COMPETENCE**

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

### **TECHNICAL**

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications

### **MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

**OR**

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

**OR**

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Visit suppliers to determine the quality of the goods to be procured
- May be required to work beyond normal working hours and on the weekends

### **AUTHORITY**

- Certifies supplier's invoices for payment