NATIONAL EDUCATION TRUST

JOB DESCRIPTION

JOB TITLE:	**Public Procurement Officer**
JOB GRADE:	**Level 4**
POST NUMBER:	
UNIT:	**Executive Office - Public Procurement Branch**
REPORTS TO:	Director, Public Procurement
MANAGES:	

This document will be used as a management tool to enable the classification of this position, in addition to supporting the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ _____

Employee Date

_____ _____

Manager/Supervisor Date

_____ _____

Head of Department/Division Date

_____ _____

Human Resources Section Date

STRATEGIC OBJECTIVES OF THE UNIT

To deliver optimized procurement services to the National Education Trust (NET) through strategic sourcing, risk management and strict adherence to the Government of Jamaica (GoJ) Public Procurement Act, regulations and financial procedures.

JOB PURPOSE

Under the general direction of the Director, Public Procurement, the Public Procurement Officer is responsible for supporting the delivery of timely, cost-effective and compliant procurement services to NET. This includes sourcing; oversee the evaluation process and contracting suppliers of goods, works and services to ensure value for money in terms of cost, quality, delivery and support. The Officer ensures that all procurement activities are conducted in accordance with the Government of Jamaica Public Procurement Act (2015) and related regulations and guidelines.

KEY OUTPUTS

- Annual Individual Work Plan prepared
- Procurement records and filing systems maintained
- Bid solicitations planned, organized and advertised in accordance with GoJ guidelines.
- Technical specifications reviewed in collaboration with relevant stakeholders
- Requests for Proposals (RFPs), bidding documents, contracts and evaluation reports prepared and issued in accordance with GoJ guidelines.
- Purchase orders prepared and executed
- Supplier tax compliance and eligibility verified
- Proposals and tender submissions supported for presentation to relevant Procurement Committee(s), Sector Committee and Public Procurement Commission (PPC) and Cabinet as required.
- Supplier performance monitored and documented
- Bid debriefing sessions facilitated
- Timely reports prepared and submitted
- Procurement progress tracked and updates provided to relevant stakeholders

- Liaison maintained with suppliers and internal clients on procurement-related matters
- Assist the Senior Procurement Officer in the preparation of the relevant procurement reports as requested.
- Research information on services, products, sources of supply and market trends.

KEY AREAS OF RESPONSIBILITY

Technical / Professional Responsibilities

- Plans, organizes and manage the bid solicitation process including preparing and issuing requests for quotations (RFQ), requests for information (RFI), requests for expression of interest (RFEI), requests for proposals (RFP), in line with GoJ Procurement Act, regulations and guidelines.
- Collaborate with subject matter experts to review technical specifications, procurement requirements and bid evaluation criteria in keeping with GoJ Guidelines.
- Prepare evaluation reports and submit to relevant committees for approval.
- Review supplier tax compliance documents, including TCC and GCT, to verify eligibility and compliance.
- Facilitate bid evaluations process by analyzing supplier submissions against established criteria and support debriefings where required.
- Conduct market research to evaluate and shortlist suppliers.
- Draft Letters of Award and Contracts for the Procurement Manager's review
- Participate in contract negotiations to ensure favourable terms that protect the interests of NET and its stakeholders.
- Prepare and place procurement advertisements and notices in local and international media as needed.
- Liaise with the Contract Administration and/or Project Unit to gather information on supplier and contractor performance for inclusion in post-contract evaluations and to inform future procurement decisions.

- Liaises with the stakeholders of NET (Divisions, Regions, Units and Educational Institutions) for the purpose of providing advice and guidance on procurement related matters.
- Provide required procurement reports to oversight bodies such as the Public Procurement Commission (PPC) and assist with audit and ex-post review processes.
- Maintain accurate and organized procurement records and documentation to support audits and ensure traceability.
- Perform other related duties as assigned to support the effective operation of the Procurement Unit.

PERFORMANCE STANDARDS

- Procurement activities are conducted in a timely manner and in full compliance with the Government of Jamaica (GoJ) law, policies, procedures, and regulations.
- Records and files related to requisitioning, sourcing, evaluation, contract awards, waiver requests and supplier registration are complete, accurate and up to date.
- Specifications developed or reviewed are technically sound and reflect relevant procurement requirements.
- Supplier Tax Compliance Certificate (TCC), General Consumption Tax (GCT), and other eligibility documentation are accurately verified.
- Reports and correspondence are clear, accurate, comprehensive and submitted within established deadlines.
- Timely and effective support is provided to end users and suppliers on procurement matters.
- Research on market trends, emerging products and services, and alternative sources of supply is thorough and continuous.
- Documents, including procurement notices, tender documents, and contracts, are prepared accurately and within specified timeframes.
- Effective working relationships are maintained with colleagues, suppliers, and stakeholders, promoting cooperation and mutual respect.

- A high level of professionalism, integrity, diplomacy, confidentiality, and initiative is consistently demonstrated.
- Timely responses are provided to all correspondence, queries, and email messages.
- Performance targets and quality standards are consistently achieved.

Internal and External Contacts (specify purpose of significant contacts)

Within the National Education Trust and the Ministry of Education, Skills, Youth & Information

Contact (Title)	Purpose of Communication
Divisional/Unit Heads	Advice, assistance and consultations re requisitions and specifications
Members Procurement/Sector Committee	Documentation re submissions for approval
NET staff	Advice, assistance and consultations re requisitions; goods/service specifications; and supplier contracts
Internal Auditors	To provide information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Prospective suppliers	Advice on process and procedures re tender/bids/quotes/proposals
Suppliers	Negotiation and clarification of contract issues
Contractors	Exchange of Information regarding procurement matters
Schools	Information regarding procurement of goods and services
PPC	Information regarding submissions
External Auditors	To facilitate audit process
Tax Office	Regarding GCT exemptions

REQUIRED KEY COMPETENCIES

Core:

- Ability to organize work and utilize good time management techniques to meet critical deadlines

- Ability to establish and maintain effective working relationships with other employees, vendors and the public.
- Ability to communicate effectively orally and in writing
- High levels of professionalism and integrity
- Attention to details and accuracy
- Ability to work with tight deadlines and deliver exceptional results
- Capable of working independently and with minimum supervision
- Good problem solving skills

Technical:

- Knowledge of the Government of Jamaica Procurement Law, Policy and Procedures.
- Knowledge of the principles, methods and requirements of procurement
- Knowledge of the Financial Administration and Audit (FAA) Act
- Ability to interpret and apply Government's procurement law, policies and procedures
- Ability to review technical specifications to accurately describe the type and characteristics of goods/services.
- Ability to prepare invitations to bid and requests for proposals
- Ability to lead evaluation meetings for bids and quotes and come to sound, well-reasoned conclusions.
- Skill in effectively negotiating with suppliers to obtain the best possible value for commodities and services.
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned duties

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First Degree in Public or Business Administration, Purchasing and Supply Management, Accounting or a related discipline
- Two (2) years purchasing related experience.
- Certified GoJ Procurement Professional

AUTHORITY

- Process requisitions
- Access confidential information
- To recommend suppliers of goods and services within prescribed limits
- To recommend procurement of goods, services and equipment

SPECIAL CONDITIONS

- Normal office working conditions
- Required to work beyond normal working hours to meet deadlines
- May be required to work outdoors occasionally

Validation of Job Description:

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