NATIONAL EDUCATION TRUST

JOB DESCRIPTION

JOB TITLE:	**Public Procurement Administrator**
JOB GRADE:	**Level 3A**
POST NUMBER:	
UNIT:	**Executive Office - Public Procurement Branch**
REPORTS TO:	**Director, Public Procurement**
MANAGES:	N/A

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 optimised 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 Administrator is responsible for providing the necessary administrative support. This includes customer service, records management, drafting of correspondence/ documents disposition and resolution.

KEY OUTPUTS

- Individual Work Plan Developed
- Reports prepared
- Meetings coordinated
- Technical specifications reviewed
- Invitations for Quotes and Bid prepared
- Letters of Award and vendor/supplier contracts prepared
- Procurement requisitions logged, tracked and forwarded for officer review in a timely and accurate manner
- Draft bid advertisements (e.g., IFBs, RFQs, RFPs) prepared using approved templates and submitted for review
- Supplier compliance documents (e.g., TCC, GCT, PPC registration) tracked and follow-up actions recorded
- Market research summaries compiled, including price comparisons and supplier data, for preliminary analysis
- Bid submission registers and evaluation timelines maintained and updated regularly
- Evaluation documentation and procurement minutes formatted and submitted for officer/committee
- Procurement tracking logs maintained for requisitions, submissions, approvals and contract processing
- Procurement notice publication records filed and documented
- Procurement files and records (digital and physical) established and maintained in accordance with GoJ standards
- Supplier database maintained with up-to-date contact information, certification statuses and past performance data

- Support provided during bid openings, including preparation of bid opening forms and attendance records
- Procurement support tools (templates, checklists, logs) maintained and updated to reflect procedural changes
- Assistance provided to the Procurement Officer in preparing compliance-related documents for submission to oversight bodies (e.g., PPC, MoESYI)
- Basic procurement queries and document requests responded to professionally or escalated when necessary
- Purchase Orders accurately prepared, stamped, recorded, and dispatched to suppliers or relevant government entities (e.g., Tax Office for GCT exemption)
- Bind and compile documents for record-keeping and submission.

KEY AREAS OF RESPONSIBILITY

Technical / Professional Responsibilities:

- Coordinates reports on behalf of the Public Procurement Branch by :
  - Preparing reports for submission to the Ministry of Finance and the Public Service, Integrity Commission and the Public Procurement Committee.
  - Preparing evaluation reports for submission to the Ministry's Central and Sector Procurement Committees;
  - Assisting with the preparation of monthly report for submission.
- Maintains records in accordance to the FAA Act, etc. by :
  - Organizing, maintaining and updating the filing system
  - Maintaining correspondence loggings system
  - Maintaining procurement records and purchasing documents (e.g., requisitions, POs, CODs) in line with FAA Act requirements; ensures all required data such as prices, quotations and approvals are in place.
- Coordinates meetings by:
  - Arranging Procurement Committee meetings
  - Disseminating relevant documents for meetings
  - Recording and generating accurate and timely minutes for meetings
- Researches and advises stakeholders on market trends, new products and service developments and alternative sources of supplies, to assist in developing requirements, scope of work, or technical specifications;

- Provides assistance and consultation to members of staff at the Agency, its Regional stakeholders and Agencies in the preparation of purchase requisitions;
- Reviews all Purchase Requisitions and Travel Requisitions, ensuring adequacy of description and that they are compliant with guidelines, procedures, policies and internal controls;
- Prepares specifications and technical requirements for items to be procured, in collaboration with staff and subject matter experts where necessary, to meet the needs of the Ministry;
- Prepares and dispatches Purchase Orders, including those requiring GCT exemptions, ensuring proper formatting and submission
- Communicates with staff regarding the processing of Requisitions and Purchase Orders;
- Prepares Letters of Award and vendor/supplier contracts for dispatch to suppliers for review and signing;
- Responds to queries from suppliers and follow-up on payments with Finance and Accounts;
- Answer the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible;
- Supports procurement compliance by monitoring document timelines, assisting with audit readiness and ensuring procurement procedures are followed.
- Maintains the supplier certification database, ensuring that TCCs, GCT registrations, and PPC certificates are current and valid and following up with vendors where needed.
- Assists with bid opening processes, including preparation of bid opening forms, attendance records and accurate recording of submissions.
- Prepares and maintains the contract register, tracking the status of awarded contracts, renewals and documentation milestones.
- Maintains and updates procurement document templates, checklists and standard operating formats for requisitions, evaluations and correspondence.
- Provides basic orientation to internal stakeholders on proper procurement procedures and requisition preparation.

- Ensures secure dispatch and tracking of sensitive documents, such as Letters of Award and contracts
- Performs other related duties as assigned by the Procurement Officer.

PERFORMANCE STANDARDS

- Market research on product trends, services and suppliers is thorough, accurate, and updated regularly to support informed procurement decisions.
- Specifications for goods and services are technically sound, reflect all relevant considerations and are developed in collaboration with stakeholders.
- Procurement reports, letters, circulars and meeting minutes are accurate, well formatted and submitted within required timeframes.
- Purchase Orders are accurately prepared, formatted according to GoJ standards and dispatched in a timely manner, including those requiring GCT exemption.
- Filing and record-keeping systems are current, complete, secure and easily accessible to support audits and traceability.
- Supplier compliance documents (e.g., TCC, GCT, PPC certificates) are accurately tracked, and follow-up is timely to ensure eligibility status is maintained.
- Records related to requisitions, sourcing, bid evaluations, contract awards, waiver requests and supplier registration are properly documented and audit-ready.
- Procurement Committee and bid opening meetings are well coordinated; documentation is prepared, minutes recorded and shared within the established timeline.
- Responses to internal and external queries (via phone, email, or in person) are courteous, timely and professionally managed using effective communication techniques.
- Routine procurement correspondence and requests are processed and dispatched efficiently, without undue delay.
- Letters of Award and supplier contracts are accurately prepared, securely dispatched, and tracked to ensure receipt and return.

- Timely and accurate support is provided during procurement audits and compliance reviews, with all required documentation available and well organized.
- Effective and professional relationships are maintained with suppliers, internal clients, and external agencies, fostering cooperation and reliability.

Internal and External Contacts (specify purpose of significant contacts)

Within the Division

Contact (Title)	Purpose of Communication
Unit & Agency Heads	Advice, assistance and consultations re requisitions and specifications
Members Procurement/Sector Committee	Documentation re submissions for approval
Other Procurement staff	Advice, assistance and consultations re requisitions; goods/service specifications; and supplier contracts
Internal Auditors	To provide information
Staff members	Providing information regarding the procurement process

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
PPC & NWA	Registration of contractors & review of haulage rates
External Auditors	To facilitate audit process
Tax Office	Regarding GCT exemptions

REQUIRED KEY COMPETENCIES

Core:

- Ability to organize work effectively and apply time management techniques to meet critical deadlines
- Strong interpersonal skills and ability to maintain effective working relationships with staff, suppliers, and external stakeholders. Ability to communicate effectively orally and in writing
- High levels of professionalism, integrity and discretion, particularly when handling confidential information
- Attention to details and accuracy

- Ability to manage multiple tasks simultaneously under pressure and tight deadlines
- Capable of working independently and with minimum supervision
- Good problem solving skills and critical thinking abilities
- Demonstrates initiative, adaptability and a proactive approach to work

Technical:

- Knowledge of the Government of Jamaica Procurement Policy, the Public Procurement Act and associated regulations
- Knowledge of the Financial Administration and Audit (FAA) Act
- Ability to interpret and apply Government's procurement policies, procedures and circulars to ensure compliance
- Ability to assist in drafting clear, accurate and relevant technical specifications in collaboration with subject matter experts
- Ability to prepare invitations to bid and requests for proposals
- Ability to analyze/evaluate bids and quotes and come to sound, well-reasoned conclusions
- Proficiency in using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and familiarity with GoJ e-GP systems or procurement tracking tools

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Business Administration/Management Studies/Accounting or any other related field with at least one (1) year of working experience in the related field

AUTHORITY

- N/A

SPECIAL CONDITIONS

- Normal office working conditions
- Required to work beyond normal working hours to meet deadlines