

JAMAICA NATIONAL HERITAGE TRUST
Job Description & Specification

JOB TITLE :	PROCUREMENT OFFICER		
JOB CLASSIFICATION:	GMG/ AM 3	JOB CODE:	
DEPARTMENT:	Corporate Services		
REPORTS TO:	Corporate Services Director		
DIRECT SUPERVISION GIVEN TO:	N/A		
AUTHORITY TO:	<ul style="list-style-type: none"> • Request information and data related to responsibilities. • Maintain close collaboration with internal and external stakeholders of the Department's output. 		

CONTEXT

JOB PURPOSE	Under the direct supervision of the Corporate Services Director, the Procurement Officer is responsible for conducting researches, checks, verifies and maintains records of all goods and services procured and delivered to the Divisions/Units.
SPECIAL CONDITION ASSOCIATED WITH THE JOB	<ul style="list-style-type: none"> • This is a typical office environment, with no adverse working conditions however, there can be some pressure on a periodic basis. • Extended working hours are expected and Travelling is required.

AREAS OF RESPONSIBILITY

ACCOUNTABILITIES:	KEY ACTIVITIES
MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that the Department's output conforms to JNHT's policies and guidelines as well as acceptable standards and practices.
TECHNICAL & PROFESSIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Prepares tender documents (RFQ, RFP, LOIs) in keeping with GOJ Guidelines. • Responds to customers and suppliers inquiries about status, changes or cancellations. • Sources suitable and registered suppliers from which to purchase office products, services and /or equipment. • Locates suppliers, using sources as the National Contracts Commission (NCC) Register, the internet, and interview them to gather information about products to be ordered. • Verifies that Tax Compliance Certificate (TCC) and or JNHT's compliance status of

	<p>suppliers where necessary.</p> <ul style="list-style-type: none"> • Contacts suppliers by phone, email, fax, face to face to deliver goods and collects payments. • Contacts suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems. • Investigates supplier’s performance, capabilities and the competitiveness of the prices. • Reviews requisition orders to verify accuracy, terminology and specifications. • Evaluates prices, specifications and delivery dates in order to determine the best bid among potential suppliers. • Tracts the status of requisitions and orders. • Calculates costs of orders and charge or forward invoices to appropriate personnel. • Compares supplier’s bills with bids and purchase orders to verify accuracy. • Prepares tender submissions for procurement committee meetings. • Follow-up with contractors to ensure timely completion of work. • Schedules site visits where necessary. • Acquires quotations and proposals from suppliers/contractors. • Examines requirements for accuracy and compliance. • Arranges tender to include tender opening, tender evaluations and reports. • Requests pro-forma invoices from reputable suppliers. • Liaise with internal/external customers to ensure efficiency in the delivery of goods. • Collects goods/items and check to ensure that the right quality and quantity of goods are received as per the purchase order and according to specification. • Generates and submits monthly procurement reports. • Perform any other related duties which may be assigned from time to time.
<p>DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES</p>	<p>N/A</p>
<p>OTHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Creates, maintains vendors profile database in the relevant system and ensures that street addresses and TRNS exists for all vendors on the system.

	<ul style="list-style-type: none"> • Attends Procurement committee meetings and make representations as required.
KEY RESULT AREAS/OUTPUT	<ul style="list-style-type: none"> • Procurement of goods and services adhere to JNHT's policies and GOJ guidelines.

MEASURES OF SUCCESS

ACCOUNTABILITIES	KEY PERFORMANCE INDICATORS
PERFORMANCE MEASURES	<ul style="list-style-type: none"> • Service delivery from providers is consistent and conforms to contractual arrangements and agreed standards. • Goods and services are procured and consistently conform to established policies and procedures. • Confidentiality and integrity is exercised at all times.

COMPETENCIES

FUNCTIONAL	DEFINITION
REQUIRED SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Good written communication skills • Good oral communication skills • Good interpersonal skills • Good problem solving-skills • Ability to work on own initiative • Ability to work in teams • Demonstrates sound personal and professional integrity, reflecting high ethical and moral values. • Is a competent user of computer hardware with knowledge of relevant software applications. • Proficiency in the relevant computer applications
REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION	<ul style="list-style-type: none"> • Good knowledge of the Procurement Guidelines. • Good knowledge of the stipulations of the FAA Act. • Good knowledge of the Ministry's Policies, Practices and Procedures.

QUALIFICATION & EXPERIENCE

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:	<ul style="list-style-type: none">• Diploma/Certificate in Public Administration/Management Studies• Sound knowledge in Government Procurement Procedures and Financial Regulations <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Diploma in Supplies Management• A minimum of three (3) years experience in Procurement• A minimum of two (2) years experience in Administration
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COMMUNICATION

LIAISE INTERNALLY	PURPOSE OF COMMUNICATION
The Director Corporate Services	To provide information and request information.
Directors and Department Heads	To provide information and request information.
LIAISE EXTERNALLY	PURPOSE OF COMMUNICATION
Suppliers	To obtain quotations and receive supplies.