

The Senior Procurement Officer is required to procure goods and services on behalf of the Authority that meet internal customer requirements for cost and quality and timeliness and in accordance with Procurement Policies, Guidelines and Procedures established by the Authority.

We invite all suitably qualified candidates to apply for the post of **Senior Procurement Officer SEG 1 (\$3,094,839-\$4,162,214) per annum**

### **Strategic Focus**

- To meet internal customer requirements for the acquisition of goods and services, in conformance with relevant procurement policies and procedures.
- To develop a strong and capable Procurement Team

### **Job Duties & Responsibilities**

- Recommends develops and implements purchasing and inventory control policies, procedures, and levels.
- Provides technical advice to the Authority Leadership and other stakeholders on procurement matters.
- Collaborates with Branch and Unit Heads of the Authority in developing their plans and budgets for the acquisition of goods and services for both Business-As-Usual activities and Strategic Initiatives.
- Identifies and evaluates sources of supply for goods and services, collaborates on Vendor evaluation with internal stakeholders and manages the “Approved Vendor” list of the Authority.
- Maintains systems for the coding of items that are held in inventory.
- Establishes reorder points and EOQs for items procured, monitors re-order levels and coordinates item replacement as appropriate.
- Generates purchase orders for items carried in inventory when re-order points are reached and obtains approval to purchase from Managers with appropriate levels of delegated authority.
- Liaises with suppliers and assists in resolving discrepancies on a timely basis.
- Arranges for the delivery of goods procured to the internal customer and for final sign-off of “goods received”.
- Where required by the Procurement Policy of the Authority, coordinates the preparation and issue to selected Vendors of Requests for Proposals (RFPs) and related Terms of Reference (TORs).
- Performs the initial analysis and summarization of proposals and tenders received, and as a member of the Tenders/Procurement Committee, facilitates the evaluation of tenders and selection of a preferred Vendor.
- Assists in the negotiation of purchasing agreements, credit arrangements and service contracts and ensures adherence to the terms of the service contracts.
- Maintains relationships with Vendors and follows up on status of payments for goods and services.

- Seeks the advice of JSEZA Legal Branch in the interpretation of contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal.
- Prepares and submits reports to the relevant authorities, e.g., National Contracts Commission, Sector Committee, Office of the Contractor General, Auditor General etc.

### **Qualifications & Experience**

- Bachelor's Degree in Management Studies, Accounting, Public Administration or equivalent qualification and training.
- At least Seven (7) years of experience in procurement in the government service including preparation of tenders and negotiation of contracts for goods and services.
- Training in GOJ Procurement Policies and guidelines would be a distinct asset.
- Experience working with ICT-enabled Procurement business processes.