



We invite all suitably qualified candidates to apply for the post of **Director, Public Procurement (GMG/SEG 2)**.

Salary Range: \$4,266,270 - \$5,737,658 per annum.

Job Purpose

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.

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.
- To ensure that the services and goods acquired are the result of transparent, time and cost-effective decision making and risk management.

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.

Specific Knowledge & Skills

- Sound knowledge of government's procurement policies and procedures including:
 - preparation of tender documents
 - conducting tender openings
 - evaluating bids
- Sound knowledge of Logistics Management
- Excellent knowledge in purchasing techniques and principles related to industrial and volume buying;
- Excellent command of written and spoken English
- Hands-on knowledge of Enterprise Business Application
- Working knowledge of the Finance, Administration and Audit Act (FAA Act);
- Full ICT Literacy – especially Microsoft Excel and Word.

Job duties and Responsibilities

To meet internal customer requirements for the acquisition of goods and services, in conformance with relevant procurement policies and procedures

- 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.
- Develop the criteria for the selection of suppliers and perform evaluations to ensure the Quality Management System requirements are met.
- Develop, maintain, and communicate the Standard Operating Procedures to ensure compliance with the Quality Management System.

To develop a strong and capable Procurement Team

- Coordinates timely meetings with team to ensure that there is alignment of focus and early warning of emerging issues and identification of the need to improvements in the processes used by the Unit.
- Promotes a goal-oriented performance culture that depicts high moral, integrity and ethical behaviour.
- Institutes continuous processes to detect whether there are competency and or skills gaps that must be addressed in relation to the Procurement Officer
- Assesses the performance of direct reports to this position and reviews the draft performance and development assessments, of team members with the Unit Head, prior to any performance related discussions with those staff.
- Monitors own performance against tasks and targets and achievement of personal development goals.
- Annually prepares own performance self-assessment for discussion with immediate Manager.
- Works with the Unit Head and Head of Performance Management & Training (in HR), to ensure the availability of the training and development “interventions” needed to fill identified training and development gaps.
- Ensures that the Authority enables processes that are adequately managed, and that opportunities for improvement are determined and acted on.
- Communicates and implement the PDCA cycle and Risked Based-Thinking process.
- Ensure that acquisition of goods and/or services is in keeping with the Authority’s Standard Operating Procedure and Quality Management System.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy

- Committing to continual improvement and updating of the Quality Management Systems Policy
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

Applications accompanied by résumés should be submitted to:

**Director, Human Resource Management and Administration
Special Economic Zone Authority
Unit #42B, The New Kingston Business Centre
30 Dominica Drive,
Kingston 5**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted.