



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

JOB SPECIFICATION & DESCRIPTION

POST NUMBER	76953
JOB TITLE:	Deputy Chief Public Procurement Policy Officer
JOB GRADE:	GMG / SEG 5
DIVISION:	Public Expenditure Policy & Coordination (PXPC)
Branch :	Office of the Public Procurement Policy (OPPP)

SUPERVISION RECEIVED FROM: Chief Public Procurement Policy Officer

NATURE OF SUPERVISION: Periodic Supervision based on broad procedures (Weekly or Monthly Reviews)

SUPERVISION GIVEN TO:

- (a) **DIRECTLY:** Senior Director Public Procurement Policy Development; Senior Director Public Procurement Training and Professionalization, Senior Director Public Procurement Advisory and Engagement.
- (b) **INDIRECTLY:** All other OPPP staff

1. JOB PURPOSE (one line reason for job existing)

- Under the general direction the Chief Public Procurement Policy Officer, the Deputy Chief Public Procurement Policy Officer is responsible for leading the development and implementation of public procurement policy, ensuring the professional development of procurement practitioners and providing policy implementation and guidance through public procurement advisory and engagement.
- The Deputy Chief Public Procurement Policy Officer leads, manages, coaches and mentors direct reports in achieving the mandates of the Office of the Public Procurement Policy.
- The incumbent ensures the preservation of national interests in international obligations.

2. STRATEGIC OBJECTIVES (statements of intent of what the post seeks to achieve)

- To maximize economy and efficiency in public procurement

3. KEY OUTPUTS (results, deliverables)

- OPPP strategic/corporate and operational plans prepared;
- Public procurement policy developed and implement
- Legislative Framework including the Act and Regulations that impact procurement and external trade and international obligations reviewed and updated;
- Procurement policy framework integrated;
- Policies, procedures, code of conduct, and training curricula and material and all relevant procurement documentation developed;
- Technical advice provided;
- Reports produced;
- Procurement training programmes and certification framework developed and implemented;
- Advisory and engagement machinery developed, strengthened and implemented
- Presentations developed and delivered;
- Representation at relevant local and international fora;
- Efficient and productive staff.

4. FINAL OUTPUT (final results corresponding to job purpose)

- Economic growth and value for money

5. PERFORMANCE STANDARDS (how success will be measured)

- Strategic /corporate and operational plans prepared in accordance with established format and submitted with agreed timeframe
- Legislative Framework, including the Act and Regulations that impact procurement and external trade and international obligations reviewed and updated in accordance with national directives
- Procurement policy and legal framework integrated into all areas of GOJ policy, strategies and operations
- Public procurement legal and policy framework developed and implemented in accordance with established legislation
- Policies, procedures, standard bidding documents, code of conduct, standard operating procedures and training curricula developed and implemented in accordance with established guidelines
- Technical advice provided are sound and evidence based
- Reports produced in accordance with established timelines and standards
- Procurement training programmes and opportunities developed and facilitated aligned to strategic objectives and priorities
- Welfare of staff clearly identified and addressed

6. JOB DUTIES & RESPONSIBILITIES

MANAGEMENT/ADMINISTRATIVE RESPONSIBILITIES.

- Plans, organizes and directs the work of the Section;
- Participates in the Branch's strategic planning process to include the operational plan and budget, and ensure the work of the Section is carried out according to plan and agreed targets achieved;
- Contributes to a culture of strong effective client relations and customer service to external and internal stakeholders and clients;
- Contributes to the development and implementation of standard operating procedures to ensure work products of the Officer are of consistently high quality;
- Participates in the various working groups of which the OPPP is a member;
- Serves as a member of various Committees and Technical Working Groups as required;
- Provides effective feedback to reports to enable their personal and professional growth and development;

TECHNICAL RESPONSIBILITIES

- Promotes and leads a results oriented performance culture for the procurement function across GOJ;
- Provides policy advice, prepare briefs, and position papers;
- Provides input and comments on relevant Cabinet submissions, legislation, and policy frameworks;
- Collaborates with other GOJ bodies with procurement regulatory oversight to obtain and share information;
- Assists in the formulation of a performance oriented procurement policy framework in accordance with national commitments and international obligations;
- Maintains a policy review and feedback mechanism or public procurement;
- Consults a wide range of stakeholders and sources on areas requiring reform/performance improvement to aid in crafting the Training and professionalization portfolio;
- Collaborates with internal and external stakeholders to ensure that the policy framework and strategy development are consistent across GOJ for public procurement;
- Develops and implements professionalization and training portfolio through stakeholder consultation, data analysis and other research methods;
- Disseminates public procurement information in a user friendly, coherent and accessible form to secure the effective implementation and discharge of responsibilities in accordance with the Public Procurement Act and its regulations;

- Provides technical advice to all key stakeholders;
- Conducts training needs analysis and facilitate the provision of specialist coaching and training to stakeholders;
- Consults with private and public sector bodies in order to develop national negotiating positions that accurately reflect interests;
- Contributes to the development and evolution of data collection and analysis measures to ensure effective country procurement system management;
- Guides the review, preparation and development of all documents related to public procurement including public access handbooks, directives and other mandates governing procurement, standard bidding document, procedural forms and formats and other relevant documents;
- Oversees the work of consultants assigned to the Training and Professionalization Section of the Branch;
- Guides the establishment of training standards, competence levels and professional certification requirements which are adequate to ensure the capacity building and professional development necessary for the effective operation of the procurement system public sector wide. Ensures the effective coordination and implementation of GOJ's procurement professional training strategy;
- Conduct research on public procurement practices to guide the development of the appropriate policies, procedures, standard bidding documents, code of conduct, procurement documents, standard operating procedures and training curricula;
- Facilitates the increase in the awareness of the ensures that all staff members are aware of and adhere to the policies, procedures and regulations of the conduct of public procurement;
- Performs any other related duties which may be assigned from time to time

HUMAN RESOURCE RESPONSIBILITIES

- Provides leadership and guidance to staff members by sharing the vision and motivating them towards achieving goals through coaching, mentoring and training, providing assistance and support as needed;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Demonstrates and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Branch;
- Manages the welfare and development of direct reports through the timely preparation of and feedback to performance appraisal, as well as recommendations for training and development programmes;
- Promote job rotation within the Section in order to enrich and enhance the job experience as well as to motivate staff members towards the process of continuous learning;
- Ensures that all staff members have the appropriate physical resources and tools to deliver their output required;
- Participates in the recruitment and selection process for all staff members of the Branch;
- Ensures that all staff members aware and adhere to the policies, procedures and regulations of the Branch and the MOF&PS.

7. AUTHORITY (decisions you have the power to make or recommend)

- Recommend job rotation opportunities for staff in the Office;
- Recommend service delivery options that are aligned to the customer centric focus of the Branch and the wider Ministry;
- Recommend leave, disciplinary action and promotions of direct reports according to established human resource policies

8. RESOURCES MANAGED / PROCUREMENT BUDGET (budget, purchases, other assets)

- N/A

9. CONTACTS (Liases with)

Internal

Contact	Purpose
Chief Public Procurement Policy Officer	Direct Reporting
Other Deputy Financial Secretaries	Communication and collaboration on common issues of concern Provide advice on any public procurement related matters Receive feedback on the impact of procurement policy development on policy areas Understand the synergies in other areas to ensure holistic policy development

External

Contact	Purpose
The Inter-American Network of Government Procurement	Knowledge sharing,
The World Bank, IDB, CDB, & other donor and lender organizations	Respond to request for information on procurement issues Collaborate on procurement training initiatives Establish and maintain a harmonious working relationship
Ministry of Foreign Affairs and Foreign Trade	Obtain and share information
Senior Officials of CARICOM Member States	Obtain and share information
Senior representatives of private and public sector bodies	Obtain and share information
Public Procurement Commission	Obtain and share information
The Public Accounts Committee & the Auditor General	Obtain and share information
Office of the Contractor General, the National Contracts Commission, & the Auditor General's Department	Obtain and share information
The Financial Services Commission	Ongoing collaboration on issues related to procurement of insurance for GOJ assets
Insurance Sector Committee	Obtain and share information
Officials of MDAs	Advice on Procurement
Education and training institutions including UWI, MIND	Training and Professionalization matters

10. MINIMUM REQUIREMENTS TO START**QUALIFICATIONS & EXPERIENCE**

- Master's Degree in Business Administration or Economics or Public Policy or Political Science or Law or its equivalent from a recognized tertiary institution.
- Certification in procurement law desirable
- Four (4) years' experience in a similar capacity

OR

- Bachelor's Degree in Business Administration or Economics or Public Policy or Political Science or Law or its equivalent from a recognized tertiary institution
- Certification in procurement law desirable
- Five (5) years experience in a similar capacity

REQUIRED SPECIFIC KNOWLEDGE

- Sound knowledge of the Jamaican regulations, laws and guidelines related to the development of public policy

- Excellent knowledge and understanding of GOJ public procurement policies, procedures and guidelines
- Working knowledge of the public expenditure policy environment, applicable frameworks and the methodologies of public sector modernization and transformation
- Knowledge of international standards and best practices for procurement

REQUIRED SKILLS & COMPETENCIES

- Demonstrated success in research, policy design and reporting as well as proficiency in using technology as a management reporting tool
- Proficiency in the use of computers with knowledge of relevant software applications
- Excellent management, leadership and team building skills
- Ability to work cooperatively and collaboratively with all stakeholders
- Project Management skills: able to manage multifaceted projects resulting in measurable success
- Excellent analytical and negotiating skills and ability to think strategically
- Excellent presentation, oral and written communication skills
- Excellent investigative and problem solving skills with the tenacity to do so
- Possess high ethical conduct and confirmed integrity
- Excellent stakeholder engagement orientation

11. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- This is an office environment with no adverse working conditions, however high levels of stress are expected with this position.
- There may also be high pressure when deadlines are to be met
- Traveling within Jamaica is required
- Extended working hours are required.

12. VALIDATION

The Head of the Division’s agreement as signified below has validated this document:

_____	_____
Head of Division	Date
_____	_____
Human Resource Senior Director	Date
_____	_____
Employee	Date