



**MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Deputy Chief Public Procurement Policy Officer
<b>POST NUMBER:</b>	76952
<b>JOB GRADE:</b>	GMG/SEG 5
<b>DEPARTMENT/DIVISION:</b>	Financial Secretary Executive Office
<b>BRANCH:</b>	Office of the Public Procurement Policy
<b>SECTION:</b>	Public Procurement Electronic Services
<b>REPORTS TO:</b>	Chief Public Procurement Policy Officer
<b>ACCOUNTABLE TO:</b>	Chief Public Procurement Policy Officer
<b>MANAGES:</b>	<b>Directly:</b> Director Public Procurement Analytics & Director Public Procurement E-Services  <b>Indirectly:</b> Public Procurement Business Intelligence Analyst, Public Procurement Data Analyst, Senior Public Procurement E Services Analyst & Public Procurement E Services Analyst and All other OPPP Staff

This document is validated as an accurate and true description of the job as signified below:

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Employee

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Date

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Head of Division/Branch

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Date

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Human Resource Senior Director

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Date Revised

## **JOB PURPOSE**

Under the guidance of the Chief Public Procurement Policy Officer, the Deputy Chief Public Procurement Policy Officer is responsible for leading public procurement innovation through electronic services, procurement analytics and business intelligence.

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.

## **KEY OUTPUT**

- GOJ electronic systems supporting procurement implemented monitored and evaluated;
- Innovative policies, procedures, code of conduct, and training curricula developed;
- Data base of GOJ procurement statistics developed, updated and maintained;
- OPPP strategic/corporate and operational plans prepared;
- Approved budget for the Section managed;
- Legislative Framework including the Act and Regulations that impact procurement and external trade and international obligations reviewed and updated;
- Procurement policy framework integrated;
- Public Procurement policy framework implemented;
- Policies, procedures, code of conduct, and training curricula and material and all relevant procurement documentation developed;
- Advice to the Chief Public Procurement Officer, Members of Cabinet, Heads of GOJ entities, procurement practitioners and other users of GOJ policy and procedures, regulations, data and information provided;
- Develop data integrity controls and mechanisms to mitigate against data loss, data breaches to ensure that data/records are safeguarded;
- Ensures that staff report any break down or compromise in the unit's system and data integrity;
- Data base of GOJ procurement statistics developed, updated and maintained;
- GOJEP/Procurement training programmes and opportunities developed and facilitated;
- Presentations developed and delivered;
- Representation in local and international for a;
- Effective relationships with other internal and external clients maintained.

## **PERFORMANCE STANDARDS**

- OPPP strategic /corporate and operational plans prepared with programmes supporting the output of Ministry of Finance & the Public Service

- Electronic systems supporting procurement implemented, monitored and evaluated in accordance with established standards and guidelines;
- Procurement policy and legal framework integrated into all areas of GOJ policy, strategies and operations;
- Data base with GOJ Public procurement statistics developed and maintained in accordance with established guidelines;
- Advice provided to Members of the Cabinet, Heads of GOJ entities, procurement practitioners and other users of GOJ policy and procedure, regulations, data and information are sound and evidence based;
- GOJ Electronic Procurement System monitored and evaluated in accordance with required standards;
- Reports prepared in accordance with agreed timelines and established standards;
- Procurement training programmes and opportunities developed and facilitated aligned to strategic objectives and priorities of the OPPP;
- Welfare of staff clearly identified and addressed in accordance with established human resource policies and guidelines;
- Representation and presentations at local and international fora are deemed to be at the appropriate levels.

## **TECHNICAL RESPONSIBILITIES**

- Promotes and leads a high performing results oriented culture for the procurement function across GOJ;
- Provides policy advice, prepare briefs, and position papers;
- Provides technical and management support to the Chief Public Procurement Policy Officer in furtherance;
- Leads in the development, implementation monitoring and evaluation of the electronic systems to achieve efficient and effective procurement operations;
- Stimulates innovation in resolving procurement challenges in the function across GOJ;
- Reviews and provides feedback on Cabinet submissions;
- Prepares and directs the issuing and updates of all documents related to public procurement including public access handbooks, directives and other mandates governing procurement, standardized bidding document, procedural forms and formats and other relevant documents;
- Develops an adequate data collection management and reporting system to enable performance measurement in accordance with the monitoring and evaluation plan;
- Prepares high level reports on the performance of the procurement system and makes recommendations to resolve issues arising;
- Incorporates significant statistical tools in the interpretation and analysis of data, and participates in the development and evolution of performance tools;
- Advises on the interoperability of information communications technology systems existing in the GOJ and their impact on new procurement systems;
- Promotes the use of cutting edge technological tools in public procurement and monitors the output of the Electronic Procurement System to ensure that data is current and accessible on the system as and when required;

- Ensures that all staff members are aware of and adhere to the policies, procedures and regulations of the conduct of public procurement;
- Conducts periodic monitoring and evaluation on the operations of the public procurement system;
- Consults with stakeholders/users of the system to identify gaps in the system and make recommendations;

### **Management/Administrative Responsibilities**

- Plans, organizes and directs the work of the Unit
- Participates in the Branch's strategic planning process to include the operational plan and budget, and ensures the work of the section is carried out according to plan and agreed targets;
- Contributes to the culture of strong effective client relations and customer service to external and internal stakeholders and clients;
- Contributes to the development and implementation and standard operating procedures to ensure work products of the Office are of consistently high quality;
- Provides effective feedback to reports to enable their personal and professional growth and development;
- 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;

### **Human Resources Responsibilities**

- Provides leadership and guidance to staff members by sharing the vision and motivating them towards achieving goals through training, mentoring, coaching, 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 required output;
- Participates in the recruitment and selection process for all staff members of the Branch;
- Ensures that all staff members are aware and adhere to the policies, procedures and regulations of the Branch and the MOFP&S;

## **Customer Service Responsibilities**

- Establishes quality customer service principles, standards and measurements for the OPPP Branch;
- Promotes and manages alliances within the organisation and across the public, private and community sectors;
- Liaises with senior stakeholders on key issues and provides expert and influential advice;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures that the organisation's systems, processes, policies and programmes respond to customer needs;

## **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

## **REQUIRED COMPETENCIES**

### **Core**

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others

### **Technical**

- Expert Knowledge of local and international procurement laws and practices;
- Sound knowledge of Database systems, analysis and design;
- Sound knowledge of systems networking, hardware engineering and database management;
- Sound understanding of Research Methodology;
- Knowledge of the principles of public sector management;
- Sound knowledge of Government policy formulation, monitoring and evaluation processes;
- Sound knowledge of project management principles and practices;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Ability to monitor and report on project budgets across the portfolio at stakeholder and Sponsor levels;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced IT skills in relation to Word, PowerPoint, Visio and Excel and MS Project or other project tool.

## AUTHORITY

- Recommend GOJ procurement policy, procedures and standards in respect of international and regional obligations;
- Recommend job rotation opportunities for staff in the Office;
- Recommend service delivery options that are aligned to the customer centric focus of the Office and the wider Ministry;
- Provide expert advice and policy guidance to the senior executive team of the Ministry as well as Cabinet members and other senior officials;
- Recommend leave, disciplinary action and promotions of direct reports according to established human resource policies

## QUALIFICATIONS & EXPERIENCE

- Master's Degree in Procurement or 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
- Five (5) years' experience in a similar capacity

## 9. CONTACTS (Liaises with)

### *Internal*

<u>Contact</u>	<u>Purpose</u>
Chief Public Procurement Officer	Direct Reporting
The Minister	Through the CPPO, DFS- PXPC or the FS to provide advice and guidance on procurement policy matters
The Financial Secretary	Through the DFS- PXPC to provide advice and guidance on procurement policy matters
Other Deputy Financial Secretaries	Communication and collaboration on common issues of concern Provide advice on any public procurement related

	<p>matters</p> <p>Receive feedback on the impact of procurement policy development on wider policy areas</p> <p>Understand the synergies in other areas to ensure holistic policy development</p>
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***External***

<b><u>Contact</u></b>	<b><u>Purpose</u></b>
The Inter-American Network of Government Procurement	Knowledge sharing, technical and financial cooperation for procurement reform initiatives and modernization
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
Senior officials of various multinational/international organizations such as the IADB, IMF, & World Bank	Present appropriate papers and presentations for comments, attend meetings and negotiations to protect the national interests at the international level
Ministry of Foreign Affairs and Foreign Trade	Provide technical advice on trade related matters which have procurement considerations
Senior Officials of CARICOM Member States	Regional consultations prior to international negotiations
Senior representatives of private and public sector bodies	Developing national negotiating positions Collaborate in the development of inclusive procurement policy
The Public Accounts Committee & the Auditor General	Advice on the policy framework for procurement
Office of the Contractor General, the National Contracts Commission, & the Auditor General's Department	Ongoing collaboration with respect to implementation of public procurement policy
The Financial Services Commission	Ongoing collaboration on issues related to procurement of insurance for GOJ assets
Officials of MDAs	Advice on Procurement
Education and training institutions including UWI, MIND	Training and Development

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

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally and overseas to attend conferences, seminars and meetings.