



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

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

JOB TITLE:	Director, Public Procurement Training and Professionalization
JOB GRADE:	76966
DIVISION:	PXPC
BRANCH:	Office of Public Procurement Policy
SECTION:	Public Procurement Training and Professionalization
REPORTS TO:	Deputy Chief Public Procurement Policy Officer
MANAGES DIRECTLY:	Senior Public Procurement Training and Professionalization Officer and, Public Procurement Training and Professionalization Officer
MANAGES INDIRECTLY:	Not Applicable

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

Employee

Date

Head of Division/Unit

Date

Human Resource Director

Date Created/Revised

JOB PURPOSE

Under the general direction of the Deputy Chief Public Procurement Policy Officer, the Director, Public Procurement Training and Professionalization establishes, maintains and oversees all programmes and initiatives for the development of knowledge skills and abilities of public procurement specialists in Jamaica.

The Director Public Procurement Training and Professionalization achieves the above by performing, or overseeing the performance of comprehensive needs assessment using recognized methods, and for the development of appropriate, contextually sound standards, training curricula and a continuing professional development system.

KEY RESULT AREAS/ OUTPUT

1. Contribution to the strategic/corporate and operational plans with programmes supporting the output of the Ministry of Finance & the Public Service.
2. Training standards are developed and implemented
3. Procurement Professional certification researched and determined
4. Training curricula developed
5. GOJ's procurement professional training strategy developed and implemented
6. Training institutions researched and identified
7. Key stakeholder relationships developed and identified
8. Strengthened training and professionalization of Public Sector procurement practitioners
9. Training programmes offered to external stakeholders increased
10. Trained, efficient and productive staff members whose output is in line with agreed standards, timelines and delivery dates.

KEY RESPONSIBILITY AREAS

Human Resource/Management /Administrative Responsibilities

1. Participates in the preparation of the budget for the Branch to ensure the activities of the Section are adequately represented which encompass the portfolio;
2. Supports the GOJ's Performance Monitoring and Evaluation System (PMES) through the strategic/ corporate planning, monitoring and evaluation process. Ensures that output is achieved according to agreed timelines and measurable targets;
3. Participates in the development of the Branch's Strategic/Corporate/ Operational and individual work plans;
4. Prepares reports on portfolio areas;
5. Manages the welfare and development of direct reports through the timely preparation of and feedback to performance appraisals;
6. Makes appropriate recommendations for training and development of team members in the Branch;
7. Ensures that direct reports have the appropriate physical resources and tools to deliver their output as required;
8. Promote job rotation within the Branch in order to enrich and enhance the job experience as well as to motivate staff members towards the process of continuous learning;
9. Participates in the recruitment and selection process for staff members of the Branch;

10. Provides guidance to direct reports through motivating, coaching and mentoring as and when needed;

11. Ensures that direct reports are aware of and adhere to the policies, procedures and regulations of the Branch and the MOF&PS as a whole.

Technical/Professional Responsibilities

1. Using recognized quantitative and qualitative methods, plans and conducts research and assessment of procurement training and capacity development needs across the entire GOJ;
2. Designs, updates and implements the GOJ's public procurement professionalization and training strategies;
3. In consultation with local and international experts, develops guidelines and certification strategies for continuing professional development;
4. Develops guidelines, capabilities and certification based on strategies;
5. Liaises with certified educational and training institutions for the development of accredited programmes and activities for uptake by procurement practitioners;
6. Establishes and maintains a mechanism for sharing information and experiences among public procurement practitioners as a means of building capacity for optimal performance of the procurement function;
7. Develops and delivers public procurement training seminars and workshops to stakeholders;
8. Ensures that training initiatives/ interventions meets the needs of all stakeholders;
9. Develops and updates training content on OPPP website;
10. Implements and develops foundational training courses via online learning management tools;
11. Keeps abreast of cutting edge training initiatives and tailor same to facilitate cultural relevance;
12. Collaborates with senior team within the Branch in developing the appropriate procurement training curricula.

PERFORMANCE STANDARDS

1. Training standards with requisite professional public procurement certification, developed and implemented in accordance with established guidelines
2. Training curricula on public procurement professional training strategy, developed and in alignment with GOJ's priorities
3. A procurement training schedule and content developed and approved within the agreed timeframe and in accordance with established standards
4. Stakeholder relationships and expectations with approved and certified training institutions established in accordance with stipulated guidelines
5. Capacity of Public Sector procurement practitioners, strengthened in keeping with established strategic priorities
6. Training to procurement stakeholders increased and offered within the agreed timeframe
7. Post impact training instruments developed and administered to ascertain value for money (measurement of ROI)
8. Direct reports appropriately trained and productive in accordance with established standards

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Excellent research skills and the ability to utilize qualitative and quantitative data.
2. Knowledge in curricula/content development
3. Excellent knowledge and understanding of public procurement policies, procedures and guidelines.
4. Knowledge of regional and international government procurement obligations
5. Proficiency in the use of technology for adult training and curricula development
6. Knowledge of the Jamaican regulations, laws and guidelines related to establishing public policy and procurement processes
7. Knowledge of international standards and best practices for public procurement

REQUIRED SKILLS & COMPETENCIES

1. Competent in the use of computers with knowledge of relevant software applications.
2. Good management, leadership and team building skills.
3. Willing to work co-operatively and collaboratively with all stakeholders.
4. Excellent presentation, oral and written communication skills.
5. Excellent investigative and problem solving skills with the tenacity to do so.
6. Good innovative and creative skills
7. Demonstrates and build the highest standards of ethical and moral conduct in order to promote confidence and trust in output
8. Possess high ethical conduct and confirmed integrity with strong customer orientation.

REQUIRED SKILLS & COMPETENCIES

Perform any other related duties which may be assigned from time to time

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Teacher Education/ Curriculum Development/ Human Resource Development or its equivalent from a recognized tertiary institution.
- Certification in public procurement law, strategy or operations
- Five (5) years of working experience in public policy or procurement with at least one (1) year experience in training and development

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- This is an office environment with no adverse working conditions; however, some amount of stress is expected with this position.
- There can also be high pressure when deadlines are to be met.
- Travelling within Jamaica and external to Jamaica may be required.
- Extended working hours are expected.

AUTHORITY TO:

- Maintain close collaboration with internal and external stakeholders.
- Independently develop content for delivery

LIAISE WITHIN THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Deputy Chief Public Procurement Policy Officer	Direct Reporting
Chief Public Procurement Policy Officer	Provide and obtain information
Procurement Practitioners	Provide and obtain information
All staff	Provide and obtain information

LIAISE EXTERNALLY TO THE MINISTRY & ITS PORTFOLIO HEADS:

POSITION TITLE	PURPOSE OF COMMUNICATION
Stakeholders and other users of procurement policy guidelines and procedures	Collaboration on training needs analysis and development.
All oversight bodies	Provide and obtain information
MIND	Developing Training & Development programmes and certification.
Other Certified Training Institutions	Developing Training & Development programmes and certification.