



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

<b>JOB TITLE:</b>	Director Public Procurement Advisory and Engagement
<b>POST NUMBER:</b>	76954
<b>JOB GRADE</b>	GMG / SEG 4
<b>DIVISION:</b>	Public Expenditure Policy & Coordination (PXPC)
<b>BRANCH :</b>	Office of the Public Procurement Policy (OPPP)
<b>MANAGES DIRECTLY:</b>	Two (2) Public Procurement Advisory and Engagement Officers
<b>REPORTS TO:</b>	Deputy Chief Public Procurement Policy Officer

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 Senior Director

\_\_\_\_\_  
Date Revised

## **JOB PURPOSE**

Under the guidance of the Deputy Chief Public Procurement Policy Officer, Senior Director Public Procurement Advisory and Engagement increases procurement performance through procurement policy implementation advisory, coaching and engagement of procurement stakeholders. The incumbent diagnoses systemic issues in procurement policy implementation through root cause analysis, and other recognized methods of systems of monitoring. The incumbent deploys relevant and evidence based solutions through the deployment of internal and contracted resources.

## **KEY RESULT AREAS/ OUTPUTS**

1. Operational plans and strategies for the Section/Branch developed and implementation;
2. Stakeholders informed and assisted
3. Service standards developed and maintained
4. Orderly work flows maintained
5. Output of logs managed and analyzed
6. Platforms developed
7. Reports prepared

## **KEY RESPONSIBILITY AREAS**

### **Human Resource/Administrative Responsibilities**

1. Provides guidance to staff through effective planning, objective setting , delegation and communication; ensuring proper management to meet the targets and strategic objectives;
2. Participates in the development of the Branch's Corporate, Operational and Work Plans with the supporting budget;
3. Delegates appropriate responsibility for the effective execution of the programme within the Section whilst retaining overall responsibility for the delivery of those services;
4. Develops and implements standards and procedures of professional conduct for staff in order to maintain the highest degree of confidence in its integrity and efficiency;
5. Maintains effective working relations with external and internal stakeholders ensuring that information shared are understood;
6. Ensures staff is aware of and adheres to the policies, procedures, legislation and regulations relating to public procurement;
7. Ensures that stakeholder engagement survey instruments are designed, administered and analyzed;
8. Works closely with other functional areas within the OPMP to ensure consistent, seamless and accurate customer service;
9. Reviews, reengineers processes procedures, ensuring their evolution with organizational demands and stakeholder needs;
10. Completes performance assessments and recommends appropriate training and development interventions where necessary;
11. Provide guidance to direct reports through coaching and mentoring as and when needed;
12. Ensure 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**

- Provides technical advice to stakeholders on procurement policies, procedures, laws, regulations, principles, and other matters relating to the technical and administrative aspects of the job;
- Develops and publishes administrative guidance and technical notes on specific public procurement matters ;
- Promotes open communication with a wide range of stakeholders across government, the wider public sector and the business/supplier community;
- Provides expert advice to the CPPPO and his designates on issues relating to the selection of appropriate communications and research strategies/methodology;
- Incorporates communication best practices into all aspects of the Office's policies, programmes and projects;
- Develops and implements stakeholder engagement tools and platforms to share and obtain information;
- Develops, reviews and updates Standard Operating Procedures;
- Collects, processes and analyzes procurement policy implementation data from policy implementation queries sent to the OPPP;
- Develops quality control frameworks to ascertain qualitative data in the handling of issues and queries;
- Reviews operational systems and procedures and recommend strategies for implementing change to improve the efficiency and effectiveness;
- Collaborates with the Director, Policy Development to conceptualize and establish policy guidelines;
- Manages change strategies and help stakeholders embrace and react positively to change;
- Conduct risk assessments and develop risk profile and mitigating strategies;
- Designs, conducts and analyzes stakeholder engagement activities, including research outcomes;
- Provides optimum support for a variety of services in all key procurement activities :
- Develops and implements the appropriate procedures to capture the status of stakeholders' progress;
- Monitors trends based on calls, issues, and queries through these tools in order to make recommendations on how to modify policies and ultimately training interventions required;
- Analyzes stakeholder engagement performance statistics and utilizes findings in decision making;
- Maintains close collaboration with internal and external stakeholders;
- Collaborates in the design and delivery of all training programmes and incentive schemes for public procurement practitioners;
- Ensures that accurate records are maintained and actions taken documented according to protocols;
- Ensures that escalation and feedback protocols are established and implemented accordingly;

## **OTHER RESPONSIBILITIES**

1. Perform any other related functions as assigned

## **PERFORMANCE STANDARDS**

1. The Operational/individual work plans and strategies for the Section developed and implemented within the stipulated time
2. Stakeholder engagement standards developed, implemented and maintained in accordance with established guidelines
3. All internal and external stakeholders are provided with accurate information and required assistance within the stipulated time;
4. Activities are prepared and analyzed in accordance with the stipulated guidelines;
5. Reports are accurately prepared and submitted in keeping with the agreed timeframes and established format

## **REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION**

1. Proficiency in using technology as a management reporting tool.
2. Knowledge of Jamaican laws, regulations and guidelines related to establishing procurement processes and procedures
3. Knowledge and understanding of the GOJ public procurement policies, procedures and guidelines.
4. Excellent knowledge of the Office of Public Procurement Policy's operations and functions;
5. Excellent knowledge of computer systems and the relevant applications,
6. Good knowledge of management principles and practices.

## **REQUIRED SKILLS & COMPETENCIES**

1. Competent user of computer hardware and software applications and other appropriate technology;
2. Excellent knowledge of computer systems and the relevant applications;
3. Excellent problem solving decision making and analytical skills;
4. Ability to work co-operatively and collaboratively with varied types of stakeholders.
5. Possess excellent oral and written communication skills
6. Excellent interpersonal and relational skills;
7. Excellent organizing and negotiating skills;
8. Excellent time management skill;
9. Strong coaching, mentoring and conflict resolution skills;

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Public Procurement, Logistics and Supply Chain Management, Business Administration, Management Studies **OR** Management Information Systems **OR** equivalent from a recognized tertiary institution
- Training in public procurement legislation, policies and procedures
- Customer Relations Training would be an asset
- Three (3) years of experience in a Customer Service environment.

## WORKING CONDITIONS

- This is an office environment with no adverse working conditions however; some amount of stress is expected with this position.
- Highly performance driven environment;
- Required to work beyond general work hours, as necessary to complete scheduled and pertinent tasks.

## AUTHORITY TO:

- Resolve escalated queries.
- Make policy recommendations based on trends observed;
- Prioritize and allocate workload;

## LIAISE WITHIN THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Deputy Chief Public Procurement Policy Officer	Direct reporting.
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 wider policy areas.
Communication & Public Relations Unit	Assist in the resolution of queries from the media on public procurement policies / guidelines.
Customer Service Branch	Provide and obtain information
Library and Documentation Unit	Research and provide information to satisfy Access to Information requests.
All staff	Provide and obtain information

## LIAISE EXTERNALLY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Procurement Officers and Public Officers	Resolve and escalate queries in a timely and efficient manner. Share/obtain data and information through collaboration and synergies.
Business/supplier community	Handle queries and concerns on public procurement policy, guidelines and regulations.
All stakeholders	Provide and obtain information