



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

JOB TITLE:	Director Public Procurement Analytics
POST NUMBER:	76959
JOB GRADE:	GMG / SEG 4
DEPARTMENT/DIVISION:	Public Expenditure Policy Coordination Division
BRANCH:	Office of the Public Procurement Policy
SECTION:	Public Procurement Analytics
REPORTS TO:	Deputy Chief Public Procurement Policy Officer
ACCOUNTABLE TO:	Deputy Chief Public Procurement Policy Officer
MANAGES:	Directly: Public Procurement Business Intelligence Analyst & Public Procurement Data Analyst Indirectly: N/A

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

Employee

Date

Head of Division/Branch

Date

Human Resource Senior Director

Date Revised

JOB PURPOSE

Under the guidance of the Deputy Chief Public Procurement Officer, the Senior Director Public Procurement Analytics manages the collection and analysis of public procurement data to improve procurement system performance.

The incumbent leads initiatives on mining public procurement data, driving the development of policies, and generating business insights to aid in the efficient and effective procurement of goods, works and services.

The Senior Director will monitor the operation of the public procurement process so as to ensure that the practices are in compliance with the Act.

KEY OUTPUT

- Public Procurement Measurement Frameworks and Key Performance Indicators (KPI) developed;
- Public Procurement Data management strategy developed and implemented;
- Public Procurement risks identified, assessed and evaluated;
- Public Procurement analytics reports developed and presented;
- Corporate, Strategic and Operational Plans, Budget for the section prepared
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work Plan developed
- Staff Appraisals conducted

1. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

1. Confirms using objective evidence that the requirements for reporting and data use or application, have been fulfilled by the Office as guided by: Public Procurement Act, 2015, The Public Procurement Regulations 2018, other related laws and guidance notes;
2. Develops a procurement data governance policy that aligns with wider GoJ data governance requirements, encouraging open and secure data access;
3. Develops evidence –based data understanding, based on CRISP-DM or other data analysis methodology, to direct and improve the Office’s established annual procurement monitoring plan;
4. Utilizes workflow tools such as Microsoft Planner, to establish and maintain visibility with Team for analytical direction;
5. Utilizes Microsoft Power BI or other analytics tool to create dashboards and provide reports to the Office, while continuously growing the Office’s use of artificial intelligence (AI) tools in managing data and forecasting spend and decisions;
6. Develops an annual training plan based on data trends discussed with the CPPO;

7. Keeps informed of developments in global public procurement policy and issues, to aid the Ministry to operate with initiative and innovation, as well as improve the Jamaica's procurement system;
8. Directs the continued development of the GOJEP platform as an integrated database for centralized procurement information, guiding the improvements with software developers;
9. Utilizes analytical tools to improve procurement controls, applications, and practices throughout the MDAs. These tools include: risk management assessments, critical success factor analysis and gap analysis;
10. Coordinates and makes quarterly presentations to the Office as a think-tank, leading corrective and preventive actions seen in procurement data trends;
11. Establishes protocols for the collection, analysis and interpretation of government procurement data using statistical techniques and provide ongoing reports as directed. This includes key focus on the interpretation of data trends, including patterns in complex data sets;
12. Develops and implements strategies and tools that optimize generation of clean/usable data from procuring entities to enable analysis;
13. Liaises with multi-lateral development banks, international financial institutions, and other similar international organizations for the completion of surveys, report inputs etc.;
14. Provides inputs for presentations to senior government officials, and other stakeholders;
15. Collaborates with the Public Procurement Commission, the Integrity Commission and other regulatory institutions as necessary to conduct statistical analysis related to the registration of suppliers and the approval of contracts;
16. Evaluates external trends in government procurement, and estimates their likely impact on Jamaica's country procurement system;
17. Develops a data management strategy and implements business intelligence and analytical tools to improve decision making and efficiency;
18. Designs measurement framework and defines the KPIs of the OPMP;
19. Monitors and communicates KPIs and management activities to assist relevant stakeholders in their decision making;
20. Analyzes public procurement expenditure data with the purpose of decreasing procurement costs, improving efficiency and monitoring compliance;
21. Guides the team in research development, and implementation of appropriate data systems that leads to improved performance of the Office's strategic objectives;

Management/Administrative Responsibilities

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Prepares adhoc, quarterly and annual reports to the Deputy Financial Secretary –Corporate Planning & Administration and other relevant stakeholders;
- Attends Committee meetings and executes directives as necessary;

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;

- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Customer Service Responsibilities

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;

Other Responsibilities

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

PERFORMANCE STANDARDS

- Public Procurement Measurement Frameworks and Key Performance Indicators (KPI) developed in accordance to best practicing standards;
- Public Procurement Data management strategy developed and executed in a timely manner;
- Public Procurement risks identified, assessed and evaluated according to standards;
- Public Procurement risk reports developed and presented in a timely manner;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Work plans conform to established procedures and implemented accorded to establish rules;
- Reports are evidence-based and submitted in a timely manner;
- Staff managed according to GOJ HR and other established practices and performance appraisals and reviews done and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

AUTHORITY

- Advises the Chief on Procurement trends, risks, opportunities and expenditure;
- Recommends Procurement Risk Management initiatives;
- Recommends Key Performance Indicators (KPIs);
- Recommends strategic direction of Branch;
- Recommends staff promotion and training;
- Recommends and approve leave for direct reports.

LIAISE WITHIN THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
DFS, PXPC/ Chief Public Procurement Officer (CPPO)	Receive/discuss policy directives for the various portfolios.
Deputy Chief Public Procurement Officer	Direct Reporting/ Receive guidance
Head, Information Communication Technology (ICT) – MOFP	Request information on ICT matters
Manager, E-Procurement Services	Provide guidance
E-Procurement Analyst	Provide guidance

LIAISE EXTERNALLY TO THE MINISTRY & ITS PORTFOLIO HEADS:

POSITION TITLE	PURPOSE OF COMMUNICATION
System Suppliers	Report GOJEP System's modifications and requirements changes
eGov, Jamaica Ltd	Resolve and escalate matters regarding system administration.
GOJ Procurement stakeholders eg: OCG; PPC, Suppliers etc.	Receive/discuss policy directives for the various portfolios.
International Financial Institutions eg. IADB, World Bank, Caribbean Development Bank, CARICOM Secretariat	Share/obtain data and information through collaboration and synergies
Clients	Provide advice and service/Report on their progress in policy development

2. 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
- Proficiency in the use of relevant computer applications

Technical

- Sound understanding of public procurement management, trends,

- Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters
- Sound understanding of Research Methodology;
- Knowledge of the principles of public sector management;
- Sound knowledge of Government policy formulation, monitoring and evaluation processes;
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations;
- Ability to monitor and report on programme/project budgets
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool

3. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Master's Degree in Computer Science, Information Management, Finance, Economics or a related discipline;
- Specialized training in data analytics;
- Four (4) years related experience, with at least two (2) years in Public Procurement management role.

OR

- Bachelor's Computer Science, Information Management, Finance, Economics or a related discipline;
- Specialized training in data analytics;
- Six (6) years related experience, with at least three (3) years in Public Procurement management role.

4. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- 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.