



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

JOB TITLE:	Director Public Procurement Policy Development
POST NUMBER :	76957
JOB GRADE	GMG / SEG 4
DIVISION:	Public Expenditure Policy & Coordination (PXPC)
BRANCH/UNIT:	Office of the Public Procurement Policy (OPPP)
REPORTS TO:	Deputy Chief Public Procurement Policy Officer
MANAGES DIRECTLY:	One (1) Senior Public Procurement Policy Analyst; Public Procurement Policy Officer (1) and Public Procurement Policy Analyst

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 Senior Director Public Procurement Policy Development supports the output of the Office of Public Procurement Policy Branch through the development of public procurement policies and the review of the legal and regulatory framework.

The incumbent utilizes analytical methods and objective research-based information to inform the development, evaluation and implementation of public procurement policies, procedures and guidelines. The position is responsible for carrying out both real-time research and analysis relevant to current procurement priorities as well as a proactive and visionary research agenda. The position also includes planning, directing and coordination of systematic assessments of the status of procurement policy implementation and of the performance of the country procurement system.

The incumbent identifies risks to the achievement of country procurement system objectives and proposes risk reduction and mitigating strategies.

KEY RESULT AREAS/ OUTPUT

1. Operational plans and strategies for Public Procurement Policy Development developed and implemented
2. Technical advice provided
3. Research and procurement policy aligned
4. Project, research documents and reports produced
5. Assessment on policy implementation impact conducted
6. Potential risks identified and mitigating strategies developed
7. Pertinent data reviewed and analyzed
8. Governance framework developed and implemented
9. Reports/briefings/instructions/ ministerial orders produced
10. Trained, efficient and productive staff members

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Supports the GOJ's Performance Monitoring and Evaluation System (PMES) through the strategic/corporate planning, monitoring and evaluation process. Ensure that output is achieved according to agreed timelines and measurable targets;
2. Contributes to the preparation of the annual budget;
3. Manage the related administrative and work process flow of the section;
4. Provide direction and support to direct reports in order to ensure that they are appropriately motivated and trained in order to carry out their responsibilities to the required standards;
5. Ensure that job rotation takes place among direct reports so that their experiences can be enriched and become a motivating factor for learning.

Technical/Professional Responsibilities

1. Plans and conducts research and analysis using recognized quantitative and qualitative methods and incorporates the results in the policy development process, preparation of instruments and other general instructions;
2. Ensures that detailed guidelines, policies and procedures are developed to enable achievement of optimum performance of in the procurement function;
3. Manages the implementation of public procurement policy guidelines;
4. Develops and implements the public procurement governance framework;
5. Provide advice to stakeholders re policy and implementation;
6. Reviews existing public procurement legislations and guidelines and makes recommendation for amendments;

7. Ensures the integrity of the GOJ insurance placement procurement regime by overseeing the proceedings public sector wide to verify compliance with the appropriate GOJ guidelines;
8. Reviews actuarial reports, document finding and provide feedback;
9. Collaborates with the Training and professionalization and Advisory and Engagement Section to ensure policy/ legislation interpretation gaps are addressed;
10. Analyzes local, regional and international trends in public procurement to access the impact on existing procurement policies, legislation and guidelines;
11. Provides research based briefs, information and reports, to the Chief Public Procurement Policy Officer;
12. Liaises with Legal Services and the Office of the Chief Parliamentary Council for legislative development or amendment as directed;
13. Adheres to best practice guidelines in order to contribute to achieving value for money in procurement and asset management;
14. Conducts periodic site visits in order to ascertain the implementation of policy directives and procedures;
15. Identifies gaps within the policy and legal framework, as well as weaknesses or inefficiencies with procurement practices;
16. Contributes to the preparation of guidelines, manuals and publications ensure that they are in accordance with approved GOJ procurement policies and regulations;
17. Prepares reports as required on the overall functioning of the GOJ's public procurement compliance and regulatory monitoring.
18. Responds to any internal audit enquiries and follow-up on the implementation of recommendations made;
19. Participates in the PPC Sector Committee and other Committees;
20. Represents the MOF&PS in working groups which are established to review and or update the procurement policy framework;
21. Perform any other related duties which may be assigned from time to time.

Human Resource Responsibilities

1. Provides leadership to staff members by communicating the vision/mission and motivating them towards achieving the strategic objectives;
2. Demonstrates and builds the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Branch;
3. Manage the welfare and development of staff members through the timely preparation of and feedback to performance appraisals as well as recommendations for training and development programmes;
4. Engages in job rotation for direct reports in order to enrich and enhance the job experience as well as to motivate staff members towards the process of continuous learning;
5. Provides guidance to staff through coaching, mentoring and training. Provide assistance and support as and when needed;
6. Ensures that all staff members have the appropriate physical resources and tools to deliver their output as required;
7. Ensures that all staff members are aware of and adhere to the policies, procedures and regulations of the Office of Public Procurement Policy Branch and the MOF&PS as a whole.

PERFORMANCE STANDARDS

1. Contribution to the Public Procurement Policy Office Strategic/Corporate and Operational Plans with deliverables supporting the MOF&PS.
2. The apportioned budget is managed according to the rules, guidelines and regulations of the GOJ.
3. Related expenditure is documented, in accordance with established GOJ regulations and guidelines and accounted.
4. MDAs examined to verify compliance with the rules, regulations, guidelines and manuals of the GOJ's Public Procurement Procedures, conducted and reported.
5. MDAs' use of procurement processes, according to GOJ's Guidelines, monitored and reported.
6. The integrity of insurance tender openings is upheld.
7. MDAs scrutinized to ensure value for money for all GOJ's insured assets, completed and reported.
8. Internal investigations of compliance concerns are conducted abiding by the various applicable regulations and stakeholders informed.
9. Pertinent research and advice for the Chief Public Procurement Policy Officer, delivered.
10. Compliance and value for money assessments performed and reported.

11. Inherent risks and impact to policy, identified, reported and monitored; appropriate controls and policy changes, documented, approved and disseminated.
12. Reports produced accordingly.
13. Trained, efficient and productive staff whose output is in line with agreed standards, timelines and delivery dates.

REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION

1. Excellent research skills and the ability to analyze and prepare reports utilizing qualitative and quantitative data.
2. Demonstrated success in research, policy design and reporting as well as proficiency in using technology as a management reporting tool.
3. Knowledge of the Insurance Act and Insurance Regulations
4. Excellent knowledge and understanding of the GOJ public procurement legislation, policies, procedures and guidelines.
5. Working knowledge of the public expenditure policy environment as well as the objectives and methodologies of public sector modernization
6. Knowledge of regional and international government procurement obligations
7. Knowledge of the Public Procurement law and guidelines related to public policy and procurement processes.
8. Knowledge of international standards and best practice for public procurement.

REQUIRED SKILLS & COMPETENCIES

1. A competent user of computers with knowledge of relevant software applications.
2. Excellent management and team building skills.
3. Is proactive and willing to work co-operatively and collaboratively with all stakeholders.
4. Excellent analytical and interpreting skills as well as the know how to present statistical data.
5. Excellent presentation, oral and written communication skills.
6. Excellent investigative and problem solving skills with the tenacity to do so.
7. Possess high ethical conduct and confirmed integrity with strong customer orientation
8. Good innovative and negotiation skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's Degree in Business Administration, Economics, Public Policy, Political Science **OR** its equivalent from a recognized tertiary institution
- Certification in CIPS Level 3 **OR** its equivalent from an accredited institution
- Training in Public Procurement law
- Five (5) years of experience in a similar working environment.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY TO:

- Represent the Chief Public Procurement Policy Officer and the MOF&PS as required.
- Maintain close collaboration with internal and external stakeholders.

LIAISE WITHIN THE MINISTRY:

POSITION TITLE	PURPOSE OF COMMUNICATION
Deputy Chief Public Procurement Policy Officer	Direct Reporting

Chief Public Procurement Policy Officer	Obtain and share information
Other MOF&PS Officers	Communication and collaboration on common issues of concern.
Legal Officers	Provide advice on any public procurement related matters.
FID	Receive feedback on the impact of procurement policy development on wider policy areas.

LIAISE EXTERNALLY TO THE MINISTRY & ITS PORTFOLIO HEADS:

POSITION TITLE	PURPOSE OF COMMUNICATION
Senior representatives of private and public sector bodies.	All-encompassing advice on procurement.
Officials of MDA's and Private Individuals	
Chief Parliamentary Council	Obtain and provide information
Insurance Companies	Obtain and provide information
PPC Sector Committee	Obtain and provide information
Consultants	Obtain and provide information
Actuaries	Obtain and provide information
Auditors	Obtain and provide information
The public	Obtain and provide information