



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

<b>JOB TITLE:</b>	Senior Public Procurement Training & Professionalization Officer
<b>POST NUMBER</b>	76967
<b>JOB GRADE:</b>	GMG / SEG 3
<b>DIVISION:</b>	PXPC
<b>BRANCH:</b>	Office of Public Procurement Policy
<b>SECTION:</b>	Public Procurement Training and Professionalization
<b>REPORTS TO:</b>	Director Public Procurement and Professionalization

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 direction of the Senior Director, Public Procurement Training and Professionalization, the Senior Public Procurement Training & Professionalization Officer has the responsibility to ensure that procurement capacity and standards are developed at all levels across all procuring entities public sector-wide. He or she collaborates with approved training institutions to conduct research and recommend training standards, curricula and professional certification.

The incumbent values precision and productivity and is responsible for submitting output which is guided by analysis, accuracy and consistency.

## **KEY RESULT AREAS/ OUTPUT**

- Training standards are established and implemented
- Training needs analysis conducted
- Post training impact conducted
- Procurement Professional certification researched and determined
- Training curricula implemented
- GOJ's procurement professional training strategy developed and implemented
- Training institutions researched and identified
- Key stakeholder relationships developed and identified
- Strengthened training and professionalization of Public Sector procurement practitioners
- Training offered to external stakeholders increased

## **KEY RESPONSIBILITY AREAS**

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

Develops individual work plan

### **Technical/Professional Responsibilities**

- Coordinates and implements the GOJ's public procurement professional training activities;
- Implements guidelines, capabilities and certification based on training programmes;
- Ensures that the GOJ's professional public procurement training and strategies are implemented while guiding the offerings of the certified and approved educational entities;
- Researches and develops training standards, competency levels and professional certification requirements to ensure capacity and capability development;
- Develops and maintains key stakeholder relationships/partnerships with certified and approved training institutions that will utilize the guidelines when developing curricula;
- Ensures the implementation of frameworks re certification of practitioners;
- 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;

- Delivers public procurement training content;
- Conduct post training impact assessment (measurement of return on investment);
- Ensures that training initiatives/ interventions meets the needs of all stakeholders;
- Conduct training needs analysis to determine what training should address what needs and who;
- Develops and updates training content on OPPP website;
- Keeps abreast of cutting edge training initiatives and tailor same to facilitate cultural relevance;
- Collaborates with senior team within the Branch in developing the appropriate procurement training curricula;

## **PERFORMANCE STANDARDS**

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

## **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 programmes developed and implemented in alignment with GOJ's priorities
3. A procurement training schedule and content developed and implemented 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 external 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)

## **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 the GOJ 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. Excellent team building and interpersonal 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. Possess high ethical conduct and confirmed integrity with strong customer orientation.

#### **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
- Four(4) years of working experience in public policy or procurement with at least one 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.
- Extended working hours are expected.

#### **AUTHORITY TO:**

- Recommend training content

#### **LIAISE WITHIN THE MINISTRY:**

<b>POSITION TITLE</b>	<b>PURPOSE OF COMMUNICATION</b>
Director Public Procurement and Professionalization	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:**

<b>POSITION TITLE</b>	<b>PURPOSE OF COMMUNICATION</b>
Stakeholders and other users of procurement policy	All-encompassing advice on procurement.
All oversight bodies	Provide and obtain information
MIND	Developing Training & Development programmes and certification.
Other Certified Training Institutions	Developing Training & Development programmes and certification.