

JOB TITLE: Z-MANAGER, PROCUREMENT UNIT**JOB ID:** T3757**Old JOB Number:** 0**REPORTS TO:** DEPUTY PERMANENT SECRETARY/SUPERVISING OFFICER**Date revised:** 2016-10-13**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

PURPOSE: To manage the Procurement Unit to ensure that the process to acquire goods, works and services for the Ministry is in keeping with the Procurement Act and Regulations.**KEY OUTPUTS:**

- Adequate supplies of goods and services.
- Prepared Terms of Reference, Contracts, Purchase Orders, Goods Received Notes, etc.
- Updated report on procurement activities.
- Documented risk and potential problems.
- Recommended changes for procurement practices.
- Effective and properly developed staff.
- Adequate and effective procurement plans.

RANGE OF ACTIVITIES:

- To manage the day-to-day activities of the Procurement Unit, ensuring that procedures are adhered to in accordance with Government laws and donor requirements.
- To ensure that the supply of materials, inventory and services to the Agency are supplied at the correct quality, best price and correct quantities in accordance with the product range to be procured.
- To develop and implement a procurement strategy for the Agency to ensure the sustainable supply of goods and services.
- To manage the supply base of goods and services, including strategic sourcing and sub-contracting, so as to effectively manage supplier performance.
- To manage the selection of suppliers and monitor their performance and the relationship with the Agency thereafter.
- To maintain an up-to-date vendor and service provider database for easy retrieval and access.
- To develop service level agreements with suppliers and negotiate lead times.
- To negotiate tenders and contracts with suppliers as per the Tender Board stipulation, monitor the contract administration process, and facilitate the provision of clarifications to bidders and organize pre-bid meetings if required.
- To finalize bid documents, inclusive of Terms of Reference, technical specifications, bills of quantities, drawings, qualification requirements, evaluation criteria, etc.
- To analyze annual buying volumes, both physical and monetary.
- To monitor the receipt of proposals by the National or Ministerial tendering process.
- To manage monthly/quarterly draw off reports, and compile other reports as may be necessary.
- To coordinate and manage the purchase of goods and services; preparation of requisitions, purchase orders and Goods Received Notes (GRN), transport, logistics, storage and warehousing as required.

- To undertake forward planning with relevant officers on purchasing and re-ordering of all stock held in storage, and evaluate, develop and recommend procedures for the effective management of procurement activities.
- To produce accurate financial reports, including expenditure vs budget reports, within set deadlines to internal management, demonstrating effective use of the funds allotted for procurement.
- To facilitate procurement training workshops in the application of the Government of Guyana procurement Legislation Framework for staff of the Agency, and to train and develop procurement staff.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Public Management, Public Administration, Business Administration/Management, Finance, Economics or relevant Technical qualification (e.g. Engineering, Pharmacy, Bio-Medical Technology, based on the need of the recruiting Agency) from a recognised institution PLUS five (5) years experience in procurement or related field.

OR

- Diploma in Public Management, Public Administration, Business Administration/Management, Finance, Economics or other relevant Technical qualification (e.g. Engineering, Pharmacy, Bio-Medical Technology, based on the need of the recruiting Agency) from a recognised institution PLUS seven (7) years experience in procurement or related field.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder must have some degree of ability and initiative. The position demands the job holder to make complex decisions pertaining to the customer relationship and in negotiating major contracts with suppliers. The incumbent must be able to give advice when asked especially on issues pertaining to supply/accounting regulation and procedures, and as such, is expected to be thoroughly familiar with the Government's procurement policies, procurement legislation, procurement manuals, revised standard bidding documents, etc. Impact on results can be measured by the readily available stocks without any irregularities.

RESOURCE MANAGEMENT:

- The incumbent supervises subordinates staff. He/she must have administrative ability to improvise systems and procedure to prevent fraud and pilfering.

COMMUNICATIONS: The post holder communicates with officers of varying levels of the Agency. He/she is required to be tactful in communicating with suppliers and must be skillful when negotiating on behalf of the Agency. The incumbent represents the Procurement Unit, and by extension the Agency, at various forums and related meetings. Excellent oral and written command of the English language is essential.

WORKING CONDITIONS: Normal working conditions

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