CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title: Procurement Officer

Division/Department: Office of the Executive Director/Human Resources & Administration

Reports To: Human Resources & Administration Manager

Direct Reports: N/A

Date Revised: January 2021

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Human Resources & Administration Manager. Collaborates with the Chief Accountant and other staff of the Coordinating Unit.

2.0 SUMMARY

The Procurement Officer will be responsible for conducting all procurement activities of the Agency in accordance with the Agency’s Procurement & Contract Management policies and procedures as well as applicable donor guidelines.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Procurement Officer will:

3.1 Prepare and manage procurement plans from scoping of the requirement through to project completion with responsibility for quality and timeliness of their delivery;

3.2 Review Terms of Reference for consultants’ services and specifications for goods and materials in conjunction with relevant stakeholders.

3.3 Determine and advise on the most appropriate procurement methods for each procurement activity.

3.4 Produce procurement documents and manage the procurement process including but not limited to Expressions of Interest (EOIs), Requests for Proposals (RFPs), Invitations to Bid (ITBs), framework agreements, evaluation reports, negotiation
reports, contracts. Contract modifications/addenda and managing correspondence with both bidders and other stakeholders.

3.5 Conduct market research into possible bidders and products/services to fulfil the procurement requirements.

3.6 Conduct contract management including building supplier relationships.

3.7 Complete all procurement activities using the Agency’s templates (or donor templates as required) and complete all procurement reporting requirements.

3.8 Maintain and update the Agency’s procurement templates to reflect any changes to the Agency’s procurement rules and procedures.

3.9 Conduct all arrangement for Agency travel.

3.10 Provide logistics support for meetings of the Organs of the Agency and other meetings as required.

3.11 Provide monthly/quarterly report of activities;

3.12 Participate in the response activities of the Agency as may be required;

3.13 Perform such other job-related duties as may be assigned from time to time by the Human Resources & Administration Manager or other duly authorized staff members.

4.0 EVALUATION CRITERIA

4.1 Timely completion of assignments and reports and ability to meet deadlines;

4.2 Adherence to both the Agency’s procurement & contract management policies and procedures manual and any applicable donor procurement guidelines;

4.3 Demonstrated commitment and exercise of initiative;

4.4 Technical accuracy and general quality of assignments;

4.5 Demonstrated reliability and flexibility;

4.6 Initiative and team spirit;

4.7 Communication Effectiveness;

4.8 Monthly reports.

5.0 CONDITIONS

5.1 General administrative office accommodation provided;

5.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities;

5.3 Position may require periods of travel to CDEMA member states as well as other destinations;
5.4 Subject to general service conditions applicable to established staff members of the Agency;

5.5 Required to observe Agency’s Staff Rules and Regulations in force.

6.0 QUALIFICATIONS AND EXPERIENCE

6.1 Bachelor’s degree in Business, Management, Social Sciences, Procurement or other relevant discipline; and
A minimum of five (5) years’ experience in procurement or contract management

6.2 Recognized qualification in Procurement would be an asset;

6.3 Training in procurement best practices and processes and adherence to organisational procurement policies

6.4 Experience in undertaking the full range of procurement activities from the procurement plan design through to contract completion.

6.5 Experience in managing a range of procurement methodologies including simple requests for quotations, tenders and establishing framework agreements.

6.6 Experience of adherence to donor procurement guidelines (would be an advantage)

7.0 KNOWLEDGE, SKILLS & ABILITIES

7.1 Knowledge of procurement practices

7.2 Demonstrated team player;

7.3 Ability to manage multiple priorities in a fast-paced deadline-oriented environment;

7.4 Excellent planning and organizational skills;

7.5 Excellent interpersonal, oral and written communications skills;

7.6 Good report writing, data acquisition and analysis skills

7.7 Proficiency in Microsoft Office suite and other relevant computer applications

7.8 Diplomacy and advocacy skills

7.9 Excellent negotiating skills

7.10 Ability to communicate effectively with persons at all levels

7.11 Appreciation of workplace diversity.