**INTEGRITY COMMISSION**

**CAREER OPPORTUNITY**

**Senior Public Procurement Officer**

The Integrity Commission invites eligible candidates to submit applications for the position of **Senior Public Procurement Officer.** Under the supervision of the Director Corporate Service, the Senior Procurement Officer is accountable for the effective and efficient procurement of goods and services for the Commission in order that the organization achieves its Mandate, Mission and Vision in a sustainable manner.

**The Incumbent’s Operational RESPONSIBILITIES will include, *inter alia***

**Execution**

* Contribute to the constant review and improvement of the Procurement process, monitor performance and recommend changes where necessary to achieve agreed objectives.
* Plan and implement the procurement of goods and services for the Commission in accordance with GOJ Procurement Guidelines, the Public Procurement Act and the Entity's Procurement Policy.
* Liaising with relevant departments and stakeholders to have request for proposals (RFPs) and bidding documents prepared, approved and issued in a timely manner according to the approved budge.
* Ensure that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately.
* Procures goods and services on a competitive basis without compromising quality and ensure proper storage.
* Monitors the issue of purchase orders and follows up for receipt/delivery of goods and/or services.
* Prepares budget for the unit.
* Prepare reports of and for procurement meeting.
* Constantly evaluate prospective and existing suppliers to ensure they meet the entity's needs, and also ensuring that the Integrity Commission gets value for money for products and services purchased.
* Maintain a log of the procurement activities carried out by the Entity and review all records of purchased goods including their costs, deliveries and inventories.
* Process Purchase Requisitions and check requisitions for completeness including the correct approval levels.
* Prepare Purchase Orders for the procurement of goods; submit for approval to selected supplier.
* Liaise with suppliers to ensure timely delivery of goods and to address any issue that may arise in relation to the procurement of goods and services.
* Plan and execute the tender process for large procurement contracts as per Integrity Commission’s procedures and GOJ Procurement Policies and Guidelines.
* Liaise with Finance Department to ensure timely payment to suppliers for goods and services provided to the Commission.
* Perform such other related tasks, functions or duties as may, from time to time, be assigned by the Director of Corporate Service.

**Planning**

* Participate in the Strategic Planning process for the Corporate Service Division; resulting in the annual Division’s Strategic Plan and Budget aligned to the Commission’s Strategic Plan.
* Develop, in conjunction with the Director of Corporate Service, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.

**Monitoring and Reporting**

* Prepare timely and accurate management report covering the procurement process lifecycle of significant purchases.

**Qualifications:**

* Undergraduate Degree in Management Studies/Operations Management or equivalent qualification.
* Formal Training in GOJ Procurement Policies and Guidelines.
* International Procurement Institute (INPRI) Level 4 certification.

**Experience:**

* At least three (3) years’ experience doing a similar job in the Procurement environment.

**Skills & Competencies**

* Readily anticipates and solves problems and takes advantage of opportunities.
* Shares the Integrity Commission’s values, mission and vision.
* Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
* Sound Knowledge of FAA Act
* Sound Knowledge of Supplies Management
* Knowledge of Project management
* Knowledge of Contract Management
* Effectively manages continuity, change and transition
* Well-developed oral and written communication skills.
* Excellent report writing and record keeping skills.
* Competence in the use of Microsoft Office Suite and GOJ Electronic Procurement System.
* Excellent negotiation skills.
* Ability to establish and meet deadlines.
* Meticulous and accuracy in work product.
* Exercise the highest level of integrity and confidentiality.

**Specific Knowledge**

* Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the mandates of the Commission.
* Working knowledge of GOJ Procurement Guidelines and the Public Procurement Act.

**Working Conditions**

* Typical office environment, however, some travel required.
* Irregular hours from time to time.

# EMOLUMENTS PACKAGE

Basic Salary: $2,527, 931 - $3,004,916.00 per annum

Travelling Allowance $894,924.00 per annum

Applications, along with Curriculum Vitae, must be submitted no later than **Wednesday, July 15, 2020** at **4:00 p.m. by hand** or **electronically, by 11:59 p.m.** to:

The Human Resource Manager

Integrity Commission

PIOJ Building, 1st Floor

16 Oxford Road

Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**