

Job Title: Procurement and Contract Management Officer

Job Summary:

To prepare, maintain and update the Procurement Plan, contract management records, data bases, Contract and Fixed Assets Registers for Project assigned. Work with the Senior Procurement and Monitoring Specialist in managing the outcomes of procurement data/activities and contracts and monitoring of approved project objectives, acting in accordance with the regulations and guidelines on procurement and contracting outlined in the Operations Manual and in consultation with the Project Coordinator. Oversee the shopping process related to the project under responsibility.

Supervision Received from: Project Officer – Procurement and Monitoring

Nature of Supervision Received: General

Supervision given directly or indirectly: none

Liaises with:

Internally: Project Officer – Financial Management, Procurement Team, Technical Officers of Implementing agencies, Central Tenders Board

Externally: Contractors, Consultants, Suppliers, and Project Sponsors

Duties and Responsibilities:

1. Bidding Process:

- a. Draft, coordinate, review and/or assist in the preparation of the following documents:
 - i. Invitation to Quotes and Purchase Orders for procurement of goods using shopping procedures.
 - ii. Bidding Documents and Request for Proposals
 - iii. Assist in the preparation of Terms of Reference for Project implementation as required
 - iv. Tender Documents for small works.
- b. Request no-objection to procurement documents where necessary.
- c. Prepare Specific Procurement Notices and seek advertising space from newspaper.
- d. Attend and record Minutes of Bid Opening.
- e. Assist with the evaluation and selection of consultants, contractors and suppliers. Assist in Evaluations of contracts procured using ICB, NCB, Shopping procedures and Selection of Consultants ensuring compliance of the necessary guidelines of the Funding Agency and the GOSL procurement and Stores Regulation.

- f. Seek approval from the relevant authority (Permanent Secretary, Departmental Tenders Board, and Central Tenders Board) for award of all contracts
- g. Prepare letters to contractors regarding award of contract, discharge of bid securities
- h. Prepare notification of award of letters to unsuccessful bidders.
- i. Ensure the timely submission of signed contracts to the World Bank, Audit, Accountant General and the implementing agencies and to confirm receipt
- j. Upload procurement information via Client Connection system of the World Bank.
- k. Maintain a database of suppliers to facilitate procurement under shopping procedures.
- l. Prepare of List of Contracts (Goods, Works and Consultant's Services) procured under the various Projects to be included into the Financial Statements.

2. Monitoring and Reporting

- a. Provide assistance, support and follow-up to project monitoring and stewardship – including assistance with report reviews, briefings, assessments and project summaries.
- b. Assist in the preparation of the Operational Manual for the various Projects to serve as a guide for the project.
- c. Work with Financial Management team to ensure that the Procurement Plan, Budget Estimates and Financial Statements are in agreement (for both planned and actual)
- d. Liaise with Implementing Agencies to gather information regarding approved work plans for updating of the corresponding procurement plan.
- e. Obtain, integrate, and input information from Implementing Agencies of physical progress of the various components to generate reports regarding status of contracts as required by the World Bank and GOSL.
- f. Ensure that goods/services/works are procured in accordance with the approved Procurement Plan.
- g. Follow up with Implementing Agencies for invoices for works and services completed/in progress. This includes visiting Project Sites to monitor progress of works and services.
- h. Verify and monitor deliverables against Contracts for projects assigned.
- i. Attend Project review meetings with Donor Agencies and Implementing Agencies to discuss project status.
- j. Maintain and update Contracts and Fixed Assets Register for Project assigned. Ensure labeling of all Fixed Assets procured.
- k. Participate in and contribute to Post Procurement Audits.

3. Overall Administration related to Procurement Process

- a. Ensure accurate filing of Project related correspondence, including providing guidance to Administrative team regarding the maintenance of Project records

- b. Procure equipment and other related office supplies for the PCU and implementing agencies.
- c. Review Forms 384 and submit to the World Bank.
- d. Ensure that all purchase orders are numbered, filed as per the requirements.

Undertake other specific tasks, within the competence of the incumbent, as may be required under the Projects

Requirements

Specific knowledge, skills and overall competencies required to successfully carry out functions of the position. The following information will be used together with the specific duties and responsibilities in order to assess the incumbent's performance:

- a) **Possesses knowledge of Government of Saint Lucia (GOSL) Procurement and Stores Regulations, Procurement Organizational Structure, Procurement Processes.** Able to provide accurate, practical advice on the application and risk mitigation measures related to GOSL procurement policies and procedures.
- b) **Possesses knowledge regarding major donors (World Bank) Procurement guidelines and procedures.** Able to provide high quality, practical advice on the application and risk mitigation measures related to Donor procurement policies and guidelines.
- c) **Possesses knowledge regarding GOSL Finance Act and Finance Regulations.** Able to provide accurate, practical advice on the application and risk mitigation measures related to GOSL Finance Regulations.
- d) **Demonstrates basic knowledge of GOSL Labor laws, National Insurance Contribution (NIC) and Income Tax regulations,** with an ability to advise as applicable to consultant contracting related responsibilities.
- e) **Possesses knowledge of Ministry of Finance/Project Coordination Unit Office Procedures.**
- f) **Analytical skills** – Able to analyze overall information, including facts and data to support sound, logical decisions regarding own work. Able to assess linkages between policies and potential issues, proactively identifying potential problems that may need attention and raising them as necessary to the supervisor in order to prevent challenges at a later time.
- g) **Oral and Written communication skills** –Able to communicate orally and in writing in a collaborative and professional manner. Possesses ability to write clear, and accurate reports.
- h) **Integrity and Confidentiality** – Able to handle highly sensitive matters in a highly confidential manner.
- i) **Client Orientation-** Takes personal responsibility and accountability for timely and professional response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- j) **Time Management and ability to multi-task-** Takes personal ownership and accountability to meet deadlines and has the personal organization to do so. Able to

organize own work in accordance with priority and deadlines, communicating with others as necessary in order to prevent delays.

- k) **Results Orientation** Takes personal ownership and accountability to meet agreed upon results. Follows up and coordinates with others as necessary. Proactively identifies solutions to obstacles that affect deliverables.
- l) **Teamwork and interpersonal skills** - Collaborates with other colleagues to build team collaboration and contribute to others in the team. Supports open exchanges among team members.
- m) **Learning and Knowledge Sharing** - Actively seeks knowledge needed to complete assignments and shares knowledge with others.
- n) **Conflict Management skills** – Able to seek solutions that support peaceful resolution of disagreements, respecting different points of view.
- o) **Proficiency in Computer Software necessary to carry out functions, including:** Microsoft Office, knowledge of Microsoft Project and Access. Demonstrates knowledge of QuickBooks Software as necessary to carry out Procurement responsibilities.

Qualifications and Experience

Bachelors Degree in Accounting, Finance, Business Administration, Engineering, Law or related field with 5 years of related working experience.

Learning Curriculum recommended for the holders of this position in order to support the sustained successful performance of functions:

- a) Government of Saint Lucia Procurement and Stores Regulations.
- b) Government of Saint Lucia (GOSL) Finance Regulations.
- c) World Bank Procurement guidelines and procedures
- d) Contract Administration Guidelines
- e) PCU Specific Operational, Administration guidelines including specific project briefings as relevant to individual functions
- f) Team building/consensus building
- g) Providing feedback
- h) Difficult conversations and consensus building
- i) Overall organizational skills for maximizing results
- j) Microsoft Projects & Microsoft Access.