

Job Descriptions including Competencies required and Learning Curriculum

Job descriptions Procurement

Job Title: Senior Procurement Specialist

Job Summary:

To lead and review the work of the Procurement Team in order to meet Procurement Deliverables. Prepare, maintain and update the Procurement Plans for the assigned Projects, Review the Procurement Plans for all other Projects, prepare procurement reports including expenditure reports 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; and oversee the bidding process relating to approved projects..

Supervision Received from: Project Coordinator

Nature of Supervision Received: General

Supervision Given Indirectly to: Procurement team (2-5 staff members)

Nature of Supervision Given: General

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 & Responsibilities:

1. Procurement Planning

- a. Assist in the preparation of the Operational Manual for the various Projects to serve as a reference guide for project implementation.
- b. Work together with Implementing Agencies and Financial Management team to gather the information from their work plan that will serve as input to prepare the Procurement Plan.
- c. Initiate the Procurement Plan for all Projects.
- d. Work with Financial Management team to ensure budgetary allocations are made for all items to be procured as per the Procurement Plan.

2. Bidding Process

- a. Oversee, 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. Terms of Reference for Project implementation as required
 - iv. Tender Documents for small works.
 - v. Contract Documents.
- b. Request no-objection of procurement documents where necessary.
- c. Attend and record Minutes of Bid Opening. Prepare procurement documents for hiring of consultants (Request for Proposals for all methods and for procurement of works and goods using NCB procedures.
- d. Coordinate the evaluation and selection of consultants, contractors and suppliers
- e. Prepare and oversee the preparation letters to contractors regarding award of contract, discharge of bid securities.
- f. Prepare and oversee the preparation of the notification of award of letters to unsuccessful bidders
- g. Oversee the timely submission of signed contracts to the World Bank, Audit, Accountant General and the implementing agencies and to confirm receipt by the Procurement officers.

3. Monitoring and Evaluation

- a. Monitor Project objectives.
- b. Ensure that goods/services/works are procured in accordance with the approved Procurement Plans. Maintain and update the Procurement Plan for the assigned Projects.
- 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. Review the Procurement Plan updates prepared by Procurement officers.
- e. Liaise with Implementing Agencies to obtain records of physical progress of the various components of the Project to prepare the reports required by the World Bank and GOSL. This includes visiting Project Sites to monitor progress of works and services.
- f. Verify and monitor deliverables against all Approved Contract.
- g. Oversee the preparation of list of contracts (Goods, Works and Consultant's Services) procured under the various Projects to be included into the Financial Statements by the Procurement officers.
- h. Participate in Project review meetings with donor agencies and Implementing Agencies.

4. Reporting

- a. Prepare the Procurement Reports, including integrating and inputting information from different sources to generate status of contracts.
- b. Review the Procurement Reports prepared by Procurement Officers.
- c. Provide quarterly procurement reports / updates to implementing Agencies.
- d. Provide explanation for any procurement activity not undertaken in accordance with the Procurement Plan.

5. Procurement Administration

- a. Provide guidance regarding the maintenance of Project records.
- b. Ensure accurate filing of Project related correspondence.

6. Supervision of Procurement & Contract Management team

- a. Oversee maintenance of Contract Registers and Fixed Assets Register for Projects assigned prepared by Procurement staff.
- b. Design strategy for carrying out deliverables of Procurement team, including planning their work program and monitoring the team deliverables.
- c. Review quality of deliverables prepared by the team.
- d. Carry out first level of performance assessment of Procurement Staff for recommendation to Project Coordinator.

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

Authority to: Request No objection from the World Bank after consultations with PCU

Requirements

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

- a) **Possesses in-depth knowledge of Government of Saint Lucia (GOSL) Procurement and Stores Regulations, Procurement Organizational Structure, Procurement Processes.** Able to provide high quality, practical advice on the application and risk mitigation measures related to GOSL procurement policies and procedures.
- b) **Possesses in-depth 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) **Demonstrates in-depth knowledge of (GOSL) Finance Act and Finance Regulations.** Able to provide high quality, 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 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 and that of the Procurement Officers. Able to assess linkages between policies and potential issues, proactively identifying potential problems that may need attention 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 specialized reports of high quality and complex nature.
- h) **Integrity and Confidentiality** – Able to handle highly sensitive matters in a highly confidential manner.
- i) **Client Orientation** - Able to take 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-** Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- k) **Results Orientation** – Builds conditions to achieve agreed-upon results, identifying needed resources that may involve several stakeholders. 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 demonstrate consensus building towards 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.
- p) **Planning and Supervisory skills** – Possesses the ability to oversee, and guide procurement team in order to achieve high quality results in accordance with deadlines. Is able to find solutions for challenges being faced by the team. Leads and mentors less experienced staff on the assessment, provision of advice on Procurement policies and processes.

Qualifications and Experience

Bachelors Degree in Accounting, Finance, Law, Business Administration, Engineering or related field with at least 10 years of related working experience, of which at least three years must be at the managerial level

Learning Curriculum recommended for the incumbents of this position in order to support the 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) GOSL & World Bank Risk Management training
- f) PCU Specific Operational, Administration guidelines including specific project briefings as relevant to individual functions
- g) Supervisory Training that could include:
- h) Mentoring and coaching of teams under their supervision
- i) Planning and organizing work load of team for maximizing results
- j) Providing feedback
- k) Conflict management – managing difficult conversations, seeking win-win solutions and consensus building
- l) Microsoft Projects & Microsoft Access
- m) Periodic Review/refresh/update of Labour Laws and National Insurance Contribution