

# Job Description

## **JOB TITLE: Manager, Procurement and Contracts**

### **JOB PURPOSE:**

The incumbent is required to manage all procurement activities of the Construction Company Limited (CCL) in compliance with procurement laws, regulations, policies and procedures and adhere to the principles of accountability and transparency and value for money.

### **WORKING RELATIONSHIPS**

- Reports to the General Manager, Construction Company Limited.
- Works closely with Managers/Supervisors, services providers, other internal and external stakeholders.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Strategic & Transformational Role:
  - Provides professional advice, expertise and practical assistance to the Corporation and other stakeholders.
  - Manages the procurement process to ensure consistency and compliance with applicable laws, regulations, policies and procedures.
  - Recommends procurement strategies to take advantage of economic order quantities, prices and deliveries.
  - Designs, develops, implements and monitors procurement procedures and tools to support the Corporation's procurement activities.
  - Develops, implements and monitors a procurement plan/programme for the Corporation in keeping with existing policy guidelines, to achieve best cost and flexibility in the context of changing trends in supplier and contract bases.

- Operations Oversight Role:
  - Plans, organises and directs the procurement of supplies, materials, equipment and services (including consulting services) for the CCL.
  - Plans and organises the logistics associated with prompt delivery of supplies, materials, equipment and services to meet the needs of the CCL.
  - Leads the preparation of Expressions of Interest, Request for Quotations, Letters of Invitation, Request for Proposals and other tender documents.
  - Represents the CCL at meetings and other fora on procurement matters as required by the CCL.
  - Liaises with internal and external stakeholders; as required.
  - Performs any other related duties and responsibilities consistent with the job title/position.
- Leadership/Relationship Role:
  - Manages the Performance Management System for relevant employees.
  - Provides coaching and mentoring to subordinate employees.
  - Prepares and submits reports in accordance with the CCL's requirements.
  - Contributes to the development of the CCL's budget.
  - Develops and maintains effective working relationships with relevant stakeholders.
- Corporate Service Responsibility/Public Trust/Compliance/Risk:
  - Assesses the impact of proposed/existing company legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
  - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
  - Identifies operational and reputational risks in the area of procurement and develop/implement mitigation measures to address issues identified.

## **REPORTING REQUIREMENTS:**

- Vacation Leave Roster
- Performance Appraisal
- Attendance and Punctuality
- Succession Planning
- Reward and Recognition
- Recruitment
- Employment Contracts
- Training Plan
- Policy and Procedure Reviews and Recommendations
- Unpaid Employee Obligations
- Employee Allowances Report

## **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Business Administration, Project Management, Accounting, Economics with core courses in procurement management, or Supply Chain Management; or equivalent qualification in a related discipline from a recognised institution;
- Certification in procurement management and/or supply management training from a recognized institution such as Chartered Institute of Purchasing and Supply (CIPS): Advanced Diploma Level 5; or the Institute for Supply Management (ISM) Certified Professional in Supply Management will be an asset;
- Ten (10) years' experience performing procurement (purchasing) duties with at least eight (8) years at a supervisory level in a similar position; or
- Equivalent combination of training and experience.

## KNOWLEDGE AND SKILLS:

- Extensive knowledge of the relevant laws and regulations, policies and procedures governing the procurement of supplies, equipment, materials and services in the Public Service.
- Excellent knowledge of the RFX (Request for Proposals/Quotations/Information) generation process.
- Extensive knowledge of procurement methods and procedures.
- Working knowledge of the sources of supplies, equipment, materials and services, their availability and market prices and trends.
- Working knowledge of Government's financial/accounting practices and procedures.
- Considerable knowledge of the principles and practices of Project Management.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Ability to conduct negotiations.
- Ability to establish and maintain effective working relationships with colleagues and members of the public.
- Ability to interpret and apply laws, regulations, policies and procedures pertinent to procurement in the Public Service.
- Ability to observe and maintain confidentiality in the performance of duties.
- Ability to think strategically to develop and implement relevant procurement plan/programme/policies.
- Attention to detail.
- Effective problem-solving, planning and organizational skills.

- Excellent analytical and reasoning skills.
- Excellent communication skills (written, oral and interpersonal).
- Excellent negotiation and mediation skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Working knowledge of Procurement Software would be an asset.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.