

**Ministry / Entity: PUBLIC PROCUREMENT COMMISSION (PPC)**

**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	<b>Technical Officer – Works, Goods &amp; General Services</b>
<b>JOB GRADE:</b>	<b>SEG 2</b>
<b>DEPARTMENT:</b>	<b>Technical Services Division</b>

**Job Purpose:**

The Technical Officer will be responsible for providing a broad range of technical and administrative support services to the Technical Services Division (TSD).

The Technical Officer – Works Goods & General Services (WGS) will provide support for the processing and review of Goods & General Services as well as Works applications for Registration.

The Technical Officer (WGS) will also be required to provide support for the review of procurement submissions for works, goods & services.

**Performance Indicators:**

- Registration applications & procurement submissions are processed within agreed timelines;
- Registrants are properly and consistently categorized;
- A Registry of suppliers which perform satisfactorily in the categories registered;
- TSD Databases are regularly and accurately updated to provide information to all stakeholders in a timely manner;
- External stakeholders receive adequate & customer-friendly guidance with respect to Registration
- Annual and monthly reports meet quality standards and are produced within agreed timeframes;
- The extent to which a high level of discipline and staff morale are maintained amongst the TSD staff;
- Confidentiality and integrity are exercised in the execution of duties.

**Responsibilities and Duties:**

- Executes all work functions which are assigned by the Technical Services Director, the Technical Services Managers or by the Commissioners

- In consultation with the Directors, Managers, and Commissioners, prioritizes all work in accordance with office schedules to facilitate timely decision-making.
- Examines PPC registration applications to ensure accurate completion
- Supervises or submits entries to WGS database to accurately record the receipt of WGS applications and to capture stages of the application process
- Ensures that applications are routinely organised to enable easy access
- Monitors the pre-assessment of applications to ensure that applications are being selected on a first-in / first out basis
- Completes and supervises the pre-assessment of WGS applications to ensure, *inter alia*, that applications are complete, all the required documents are submitted in good order.
- Completes detailed assessment of WGS applications which were not previously accepted or pre-assessed to ensure, *inter alia*, that applications are complete, all the required documents are submitted in good order, that relevant staff have been verified through email or telephone contact, and that the documents submitted, information provided and verification on file are adequate to support performance in the categories for which the application was submitted;
- Provides supervisory support to the Technical Support Officers, Works, Goods & General Services (WGS).
- Maintains currency in all operating regulations and guidelines which relate to the functions of the PPC
- Contributes to providing the Director, Technical Services, the Technical Services Managers and/or the leadership of the PPC with research analyses, information and recommendations on matters which are associated with the work and functions of the PPC
- As requested, attends PPC Sector Committee Meetings and provide relevant technical advice on the Public Procurement Act and its attendant regulations, standard bidding documents and other related procurement guidelines.
- Ensures that reports are submitted to the Technical Services Managers, Works, Goods & General Services in a timely manner.
- Updates relevant databases to reflect the decisions of the PPC
- Assists with the conduct of on-going contractor evaluations and analyze, *inter alia*, their financial, asset, technical and human resource capacities and competencies as well as their performance on Government contract awards received and make the requisite reports or recommendations thereon.

- Conducts on-site visits of places of business to verify the operations of suppliers seeking registration
- Prepares presentations in respect of each recommendation for award of contract for tabling at the PPC meeting. Through the Director of Technical Services, provides the Commissioners with an overview of each procurement, highlighting salient points and areas of weaknesses identified within the procurement process
- Attends PPC Meetings and provides relevant technical advice on the Public Procurement Act and its attendant regulations, standard bidding documents and other related procurement guidelines.
- Assesses the general effectiveness of the tendering procedures of Public Bodies to ensure that there is conformity with established standards
- Undertakes any other responsibilities or tasks which may be assigned from time to time by the Director, Technical Services or Sector Manager, Technical Services

### **Contacts:**

**Contacts internal to the Organization required for the achievement of the position's objectives.**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
All Staff	To give and obtain information as necessary
Commissioners (PPC)	To give advice and provide information as requested
PPC Sector Committees Members	To give advice and provide information as requested

**Contacts external to the Organization required for the achievement of the position's objectives.**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Minister of Finance & Public Service	To receive and provide information
Public Bodies	To obtain additional information & /or clarification
PPC Applicants	To obtain additional information & /or clarification

### **Required Competencies :**

- Excellent planning and organizing skills;
- Excellent judgment, decision making and problem-solving skills;
- Knowledge of relevant legislations
- Knowledge of Resource Management
- Integrity//ethics

## **Minimum Required Education and Experience**

### **Education:**

- At least a first degree Management Studies, Business Administration, Accounting, Finance, Law, Civil / Structural / Construction / Mechanical Engineering, Architecture, or other relevant discipline.

### **Training and Experience**

- At least three (3) years' experience working with and administering contracts.
- Certification of competence in computer business applications.
- A working knowledge of the Government of Jamaica procurement procedures and laws