

SOUTH EAST REGIONAL HEALTH AUTHORITY

REGIONAL OFFICE JOB SPECIFICATION & DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Director, Procurement Planning & Implementation (GMG/SEG4)

DIVISION: Procurement Planning & Implementation

BRANCH: N/A

SECTION: N/A

UNIT: N/A

The Procurement Director will implement a procurement operation that works across business units to optimize procurement throughout the entire SERHA. The Director will directly lead the strategic procurement team, have responsibility for and manage all procurement activities within SERHA, and ensure quality materials, works and services are obtained and delivered at the lowest total cost.

ROLE AND CORE FUNCTIONS OF JOB:

- Develops, redesigns, implements and maintains procedures for the overall procurement organization (strategic and tactical).
- Oversees the management, selection and development of suppliers to continuously improve quality, delivery and price in a way that positively impacts the corporation and strategic management of the supplier base.
- Leads the tactical procurement departments within SERHA business units to advance the company's procurement processes so they effectively meet development and production schedules and corporate goals.

EDUCATIONAL REQUIREMENTS:

- (a) Specific knowledge (however acquired) required to Start:
- Indepth knowledge of Procurement Procedures
 - Knowledge of Inventory Management and Control

- Knowledge of Management Principles and Practices
- Knowledge of Customs procedures

(b) Qualifications and Experience:

- Post Graduate Degree in Management, Business Administration or equivalent from a recognized Tertiary Institution
- Training in Project and Procurement Management

Plus

- At least ten (10) years working experience in procurement planning and implementation; at least five (5) of which should be at the managerial level.

(c) Required skills and specialized knowledge:

- Good analytical skills and the ability to communicate in oral and written form
- Familiarity with health facilities terminology, equipment and purchasing evaluation techniques, materials and equipment performance specifications
- Ability to plan, organize and coordinate a wide range of activities
- Knowledge and experience in the operation of the related government departments such as Customs, Trade Board etc.
- Knowledge of Government of Jamaica Public Sector Procurement Policy and Procedures
- Knowledge of the Financial Administration and Audit (FAA) Act.
- Proficiency in the use of Microsoft Applications including EXCEL, WORD, PROJECT and PowerPoint.

(d) Special Conditions Associated with the job:

- Expected to demonstrate a high level of integrity and professionalism.
- May be required to work beyond normal working hours in order to meet deadlines.

JOB DESCRIPTION

REPORTING RELATIONSHIPS

Supervision Received from: Regional Director

Supervision Given To:

(a) Directly

Procurement Managers
Procurement Officers
Purchasing Officers/Procurement Clerks
Administrative Assistant/Secretary

(b) Indirectly

Procurement Officers (Field level)

Liaises With

Internally:

Divisional Directors
Heads of Sections
Ministry of Health

Externally:

Contractors
Suppliers
Funding Agencies (NHF, JSIF, CHASE, etc.)
Ministry of Finance
National Contracts Commission

Responsibilities and Duties:

1. Plans, organizes, directs and controls the work and staff of the Procurement Division by:
 - Develops and administers the Division's budget.
 - Promotes a concept of efficient management among the staff.
 - Ensures that the policies and work of the Division are consistent with and contributes to the objectives and policies of the SERHA and the Ministry of Health.
 - Evaluates on a continuous basis the overall performance of the Division in terms of achievement of objectives and developing corrective measure where necessary.
 - Ensures that each member of staff is aware of his/her specific area of responsibility by the provision of a job description to each member of staff.
 - Evaluates the individual performance of staff.
 - Liaises with the Director, Human Resource to ensure the provision of suitable training for staff of the Division.
 - To establish and revise work schedules consistent with the Region's needs.
2. Sets the vision, strategic direction, expectations and annual objectives for the overall procurement organization; provide general direction and supervision in all areas of procurement.
3. Leads and executes the transformation of the procurement function to a center led model, building capabilities in sourcing, technology implementation and process/systems improvement; develop, review and monitor procurement procedures to ensure compliance.
4. Leads, develops and executes strategic sourcing strategies, best practices and initiatives to support aggressive improvements in supplier quality, delivery, pricing, lead times, payment and other areas as identified.
5. Drives consolidation of spend and seek out synergies across the Region's business units where applicable.
6. Collaborates with SERHA business units to establish overall governance, policies, procedures, systems, quality standards and best practices to enable SERHA to optimize management of procurement initiatives throughout SERHA.

7. Ensures all activities within the procurement organization comply with GOJ Procurement Guidelines and other SERHA internal policy and compliance requirements.
8. Collaborates with SERHA business units for the preparation of the Region's Procurement Plan.
9. Establish operational guidelines for the Procurement Committee.
10. Institutes and follow up on the observance of policies, procedures and controls to ensure the timely procurement of works, goods and services.
11. Ensures adequate contact between user departments and suppliers in areas of technical requirements.
12. Maintains up-to-date information on suppliers, price movements and material availability.
13. Manages suppliers' service levels and contract requirements and take appropriate action in case of breaches.
14. Monitors performance of equipment purchased in order to ensure that performance is consistent with the agreements between suppliers and the Ministry of Health.
15. Leads the negotiation process for contractual agreements for the procurement of services within the established guidelines and government's regulations.
16. Ensures that financing is available and make arrangements for the issue of letters of credits, drafts etc.
17. Establish an adequate reporting system including statistical, narrative and financial reports.
18. Designs and delivers training (workshops/seminars) on the Government Procurement Procedures to business units of SERHA.
19. Builds, develops, coaches and supports an effective leadership team to drive achievement of organizational objectives by identifying opportunities for growth and learning while fostering a high performance team.
20. Performs any other relevant duties that may be assigned from time to time.

Authority:

- Make financial commitments for procurement at the request of user departments in accordance with approved budgets and with approval where necessary of the Procurement Committee.

- Executes, coordinates and directs all aspects of the procurement functions of the Region.
 - Queries or requests any additional information and justification on purchase requirements sent to the Division.
 - Initiates and directs investigations into matters relating to procurement operations and procedures also review and recommend new procedures.
 - Assess tenders/quotations and make recommendations for awarding, terminating or amending contracts.
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Performance Criteria:

The job is satisfactorily performed when:

- The extent to which the procurement portfolio of the SERHA is effectively managed; works completed, services provided and goods supplied are properly sourced to obtain the best quality and prices.
- The extent to which the Procurement Plan of the SERHA is actualized
- The extent to which expenditure are held within the budgeted amounts.

Performance in the areas of:

- Timely procurement planning and implementation
 - Effective implementation of SERHA's Procurement Plan
 - The extent of the support provided to user departments and the perception of relations in dealing with departments.
 - The quality and timeliness of records and reports.
 - The extent to which contract renewal and/or negotiations are completed.
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ACHIEVEMENT OF OBJECTIVES:

The incumbent is required to co-operate and contribute to the achievement of the objectives of the South East Regional Health, Ministry of Health and the Government of Jamaica.