

MINISTRY OF HOMELAND SECURITY

JOB DESCRIPTION

CONTRACT POSITION

JOB TITLE: PUBLIC PROCUREMENT SUPPORT OFFICER

REPORTS TO: Public Procurement Officer or Designated officer

SUPERVISION GIVEN TO: Nil

JOB SUMMARY:

The incumbent is required to provide support and assist in the implementation of procurement and disposal activities and in the provision of related services in a Ministry/Department. Work includes interpreting and applying procurement and disposal policies and procedures; conducting research and analysing procurement data to inform policy development; participating in the implementation of the Annual Procurement and Disposal Plan; supervising support staff and providing advice and guidance on procurement and disposal related issues.

DUTIES AND RESPONSIBILITIES:

- Participates in the implementation of the Annual Procurement and Disposal Plan, programmes and projects to support the overall strategic objectives of the Ministry/Department.
- Participates in the provision of procurement and disposal services in accordance with the relevant legislation, policies, procedures, rules and regulations.
- Assists in monitoring contract execution and compliance.
- Assists in the provision of the procurement and disposal services.
- Assists in issuing tender documents and maintains and updates the register of pre-qualified contractors.
- Implements measures to identify and prevent fraudulent practices.
- Updates and maintains the public procurement database of the Ministry/Department which is linked to the centralised database of the Office of Procurement Regulation.
- Assists in conducting quality control checks to ensure that contract deliverables are provided in compliance with contractual arrangements.

- Assist in conducting research and analyses data on performance related issues pertaining to procurement and disposal reports findings and makes recommendations for improvement to the Procurement and Disposal Performance Management System.
- Participates in the implementation of the performance management system related to public procurement and disposal.
- Participates in the drafting of preliminary budgetary estimates of expenditure for the Procurement and Disposal Unit.
- Assists in drafting Notes for Cabinet, circulars, memoranda, manuals and other documents related to procurement and disposal matters.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the principles, practices, methods and techniques of procurement and disposal management.
- Considerable knowledge of legislation, policies, procedures, rules and regulations related to public procurement and disposal management.
- Considerable knowledge of supply market operations.
- Knowledge of research methods, principles and techniques.
- Knowledge of relevant computer applications, including e-procurement.
- Basic knowledge of the principles of fraud detection.

SKILLS AND ABILITIES:

- Ability to use e-procurement software applications.
- Ability to use the internet for research purposes.
- Ability to analyse and evaluate data and identify trends in procurement and disposal management.
- Ability to interpret legislation, policies, procedures, rules and regulations pertaining to the procurement and disposal of public property.
- Ability to supervise support staff engaged in the provision of procurement and disposal services.
- Ability to make decisions within approved policy frameworks.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare reports.
- Ability to exercise tact and diplomacy in the performance of duties.
- Ability to and maintain confidentiality and integrity in the performance of duties.
- Ability to establish and maintain effective working relationships with associates and other stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Experience in the area of procurement and disposal of public property.

- Training as evidenced by a recognized degree in Management Studies, Public Sector Management, Finance, Law, Economics or Marketing; supplemented by certification in Procurement and Supply, Procurement Management or Supply Chain Management from an accredited institution; or any equivalent combination of experience and training.