

Procurement Officer

Pooled Procurement Services · Castries, LC

PROCUREMENT OFFICER

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

JOB SUMMARY

Reporting to the Head- Procurement Unit, the Procurement Officer has the responsibility to ensure that the supply chain needs of the organisation are met in a timely, transparent and cost-effective manner. The post is responsible for accurately selecting and implementing the most optimal procurement method. In so doing, the incumbent will develop and efficiently manage key relationships with internal and external stakeholders, partners and vendors.

KEY DUTIES

Planning and Forecasting

- Advise and assist the Member states in preparing their annual/ Bi-annual forecasting of Pharmaceutical and Laboratory Supplies
- Implement and update the Member States procurement Forecasts on a regular basis and recommend solutions

Procurement and Procurement Process Management

- Ensure quality and ethical compliance (WHO Standards) in the procurement of all pharmaceutical and laboratory supplies.
- Support the Procurement manager in the preparation and provide the necessary information required for the Tenders Adjudication Committee/Policy Board meetings

- Conduct all procurement tasks including assisting in preparation of Specifications, Terms or References, preparation of Bidding documents, Advertising notices, request for proposals, evaluation reports, preparation of contracts and other required administrative procedures in support of the Tender/Bidding Committee.
- Drafts bid evaluation reports, ensures the integrity of the competitive process, facilitates bidder debriefings, and exercises appropriate judgement and tact while ensuring to protect confidential information.
- Analyses, negotiates, and drafts contractual agreements, ensuring appropriate terms and conditions are included to protect the interests of the OECS Commission.
- Prepare notifications to successful and unsuccessful bidders and ensure the publication of award of contract notices.
- Respond to both internal and external queries directed to Procurement and escalate where necessary.
- Contribute to the continuous review of the procurement manual to drive the work of the unit.
- Conduct research to provide comparative quotes/data/analysis to enable value for money in the procurement process.
- Share procurement knowledge with members of the procurement team and other relevant staff to strengthen the internal skill base.

Contract Management

- Maintain an up-to-date comprehensive procurement database for efficient management of contracts in terms of contract value, contract period and other related contractual information
- Assist in reviewing existing contracts and other services and supply agreements and propose enhancements or alternative arrangements where appropriate.
- Contribute to the contracting and contract management process analysis to assess efficiency and effectiveness of contracting activities against work plans and to address key challenges.

Preparation of monthly Procurement activity reports

- Generation Monthly procurement activity reports for Member states and suppliers as per procedural requirement.
- Review and consolidate any product quality complaints to the Technical specialist
- Monitor the quality of products supplied to Member states

EXPERIENCE AND KNOWLEDGE

- A University First Degree in Business Management, Accounting, Procurement, or a related field.
- A minimum of three (3) years' proven experience and knowledge of Pharmaceutical and Laboratory Procurement procedures and guidelines
- Graduate Diploma or Diploma in Procurement & Supply Chain Management will be an added advantage
- Demonstrated competence and knowledge of principles, practices and procedures governing procurement
- Ability to promote procurement's value and to run procurement as a service business within the organization
- Detailed-oriented team player at all levels able to collaborate with units and other functional partners,
- Excellent negotiation skills
- Fully conversant with Microsoft Suite of products (Excel, Word, PowerPoint, etc.), collaborative tools and other related procurement software.

CORE COMPETENCIES

- Drives with Purpose and Vision
- Build Effective Teams
- Ensures Accountability
- Communicates Effectively
- Demonstrates Decision Quality
- Creates an Environment of Trust

JOB LOCATION

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Procurement Officer is stationed at the OECS Commission headquarters. All nationals of OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

BENEFITS

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Friday 1st July 2022**.

Only applications under consideration will be acknowledged.

[Apply for This Job](#)