



CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY

JOB DESCRIPTION

Position Title:	Procurement Specialist (EDF 11)
Division/Department:	Office of the Executive Director/Human Resources & Administration Department
Reports To:	Human Resources & Administration Manager
Direct Reports:	N/A
Date Issued:	July 2019

1.0 FUNCTIONAL RELATIONSHIPS

Works under the direction of the Human Resources & Administration Manager (HRAM). Collaborates with the Planning & Business Development Manager, Chief Accountant and other staff of the Coordinating Unit.

2.0 SUMMARY

The Procurement Specialist will be responsible for advising on and conducting all procurement activities for the project in accordance with the Agency's Procurement & Contract Management policies and procedures as well as applicable donor guidelines.

3.0 DUTIES AND RESPONSIBILITIES

Specifically, the Procurement Specialist will:

- 3.1 Prepare and manage procurement plans from scoping of the requirement through to project completion with responsibility for quality and timeliness of their delivery;
- 3.2 Establish compliant specifications in conjunction with relevant stakeholders;
- 3.3 Determine and advise on the most appropriate procurement methods for each procurement activity;
- 3.4 Produce procurement documents and manage the procurement process including tenders, framework agreements, evaluation reports, contracts and managing correspondence with both bidders and other stakeholders;

- 3.5 Conduct market research into possible bidders and products/services to fulfil the procurement requirement;
- 3.6 Conduct contract management including building supplier relationships and ensuring timely and satisfactory completion of all Contracts;
- 3.7 Complete all procurement activities using the Agency's templates (or donor templates as required) and completing all required procurement reporting requirements;
- 3.8 Provide support in the maintenance and updating of the Agency's Procurement & Contract Management Policies and Procedures Manual and procurement templates, where necessary;
- 3.9 Participate in internal and external meetings as required
- 3.10 Provide monthly/quarterly report of activities;
- 3.11 Participate in the response activities of the Agency as may be required;
- 3.12 Perform such other job-related duties as may be assigned from time to time by the Human Resources & Administration Manager or other duly authorized staff members.

4.0 EVALUATION CRITERIA

- 4.1 Adherence to both the Agency's procurement & contract management policies and procedures manual and any applicable donor procurement guidelines;
- 4.2 Timely completion of assignments and reports and ability to meet deadlines;
- 4.3 Demonstrated commitment and exercise of initiative;
- 4.4 Technical accuracy and general quality of assignments;
- 4.5 Demonstrated reliability and flexibility;
- 4.6 Initiative and team spirit;
- 4.7 Communication Effectiveness;
- 4.8 Monthly reports.

5.0 CONDITIONS

- 5.1 General administrative office accommodation provided;
- 5.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities;
- 5.3 Position may require periods of travel to CDEMA member states as well as other destinations;
- 5.4 Subject to general service conditions applicable to established staff members of the Agency;
- 5.5 Required to observe Agency's Staff Rules and Regulations in force.

6.0 QUALIFICATIONS AND EXPERIENCE

- 6.1 Graduate degree in Business, Management, Logistics, Social Sciences or other relevant discipline and a minimum of five (5) years' experience in procurement or contract management
- Or
- 6.2 A Bachelor's degree in Business, Management, Logistics, Social Sciences, or other relevant discipline and a minimum of seven (7) years' experience in procurement or contract management
- 6.3 Recognized qualification in Procurement would be an asset;
- 6.4 Experience in designing and undertaking the full range of procurement activities from the procurement plan design through to contract completion.
- 6.5 Experience in managing a range of procurement methodologies including simple requests for quotations, tenders and establishing framework agreements.
- 6.6 Experience of adherence to donor procurement guidelines would be an advantage

7.0 KNOWLEDGE, SKILLS & ABILITIES

- 7.1 Knowledge of procurement practices and processes
- 7.2 Excellent contract negotiation skills
- 7.3 Knowledge of project management
- 7.4 Demonstrated team player;
- 7.5 Ability to manage multiple priorities in a fast-paced deadline-oriented environment;
- 7.6 Excellent planning and organizational skills;
- 7.7 Excellent, oral and written communications skills;
- 7.8 Excellent interpersonal skills
- 7.9 Good report writing, data acquisition and analysis skills
- 7.10 Proficiency in Microsoft Office suite and other relevant computer applications
- 7.11 Diplomacy and advocacy skills
- 7.12 Ability to communicate effectively with persons at all levels
- 7.13 Appreciation of workplace diversity.