

CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position of **Senior Public Procurement Officer** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- First Degree in Management, Public Administration or equivalent.
- Certificate in Public Procurement.
- Four (4) years' experience in Public Procurement.

SPECIFIC KNOWLEDGE

- Understanding of GOJ's Public Procurement policies and procedures.
- Working knowledge of general and financial management principles.
- Working knowledge of funding and management of tertiary education systems.
- Working knowledge of local financial and economic environment.

RESPONSIBILITIES

Planning

- Contribute to the development of the Corporate Services Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
- Contribute to the development of the Public Procurement annual strategic planning process, resulting in the department's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

- Contribute to the monitoring, maintenance and review of procurement records and procedures for works, goods, and services carried out by the organization, ensuring effective and up-to-date records.
- Contribute to the procurement policy and procedure review and update, ensuring conformity to procurement guidelines and procedures for the Bureau.
- Contribute to the procurement compliance reviews, training seminars, and workshops for the organization, ensuring coordination and conduct of these activities.

- Undertake the procurement of goods and services assigned, including tender process, without compromising quality, ensuring adherence to GOJ guidelines to include proper storage, issuing of purchase orders, and follow up for receipt/delivery of goods and/or services.
- Contribute to the maintenance of the SLB procurement database which includes list of vendors, suppliers, ensuring that the database is consistently up to date and easily accessible.
- Certify invoice, payment order, and commitment voucher prior to submitting to the Finance and Accounts Division, ensuring funds allocation meets the expenditure for goods prior to placement of orders.
- Contribute to the contract award and tendering process, ensuring review and approval of contract award recommendations within the specified threshold.
- Contribute to the preparation and dissemination of the monthly Public Procurement Report as per GOJ guidelines.
- Provide advice on Public Procurement matters as requested.

Monitoring and Reporting

- Contribute to the preparation of the SLB monthly performance report in the scorecard format, then attend the monthly management strategy review meeting in discussing 3 performance issues, ensuring there are diagnoses and corrective actions for any performance variances.
- Contribute to the preparation of the Corporate Services monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

Base Salary Starts:\$4,266,270

Apply: recruitment@slbj.com