



**JOB DESCRIPTION**

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Contract Officer (Procurement)</b> | <b>Department:</b> | Procurement |
| <b>Reports To:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Procurement Manager                   | <b>Based At:</b>   | Head Office |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                       |                    |             |
| <p>The Contract Officer shall be accountable to the Procurement Manager and shall provide support for the contract management and tendering functions within SWMCOL; he/she where applicable, shall comply with directives from the Office of the Procurement Regulation (OPR) to ensure compliance of the management of the procurement function as stated in the Public Procurement and Disposal of Public Property Act 2015.</p> <p><b>SWMCOL EXPECTATION:</b><br/>         The Contract Officer is further expected to analyze, categorize and account for works, goods and services procured according to risk and spend in a manner prescribed by the Public Procurement and Disposal of Public Property Act 2015 and SWMCOL’s approved Procurement Procedure Policies. He/She Shall:<br/>         Operate in accordance with the Public Procurement and Disposal of Public Property Act 2015<br/>         Operate in accordance with the State Financial Regulations and State Enterprise Performance Monitoring Manual<br/> <b>Operate in accordance with all other Laws and Regulations and approved Procurement Policy and Procedure of the Company.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |                    |             |
| <b>Key Accountabilities and Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |                    |             |
| <p><b>Management of Portfolio:</b></p> <ul style="list-style-type: none"> <li>• Develops and ensures implementation and evaluation of strategies and plans to ensure achievement of short, medium and long-term objectives.</li> <li>• Operates as a critical member of the team in the Department’s procurement planning initiatives.</li> </ul> <p><b>Principal Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Knowledge and application on all aspects of the procurement legal framework, policy, strategy and practice to inform business planning and action, encourage innovative approaches and enhance value through improved procurement efficiency and outcomes</li> <li>• Oversight of all contracts and manages same according to the Public Procurement and Disposal of Public Property Act 2015.</li> <li>• Provides support to organization-wide procurement governance and risk management framework to monitor, manage and drive procurement performance ensuring compliance with relevant legislation and policy and identify business opportunities</li> <li>• Assist with preparing key performance indicators and qualitative and quantitative metrics to capture, report and evaluate the benefit and performance of all procurement activity and leading improvement planning and implementation</li> <li>• Identifies the supply risks associated with each category of goods and services being procured</li> <li>• Keeps abreast of amendments, publications and requirements of the Office of the Procurement Regulation</li> <li>• Prepares presentations.</li> </ul> |                                       |                    |             |



### **Tender Process**

- Assists with Reviewing of Tender Packages and Board Papers for compliance and appropriateness and advice on any required improvements prior to submission to the Tenders Committee.
- Assists with finalization, preparation and coordinates the distribution of tender packages to interested proponents.
- Coordinates the tendering process from the invitation of tender's stage through to the award of contract stage.
- Maintains proper management of records and information throughout the tendering process.
- Ensures that public tender notices are advertised and preparation of/or facilitate the preparation and dispatching of letters of invitation for selective tenders.
- Act as the liaison between the SWMCOL and Bidders during the solicitation process, to ensure that all queries are dealt with in a timely manner.
- Coordinates the tender opening process and secures tenders immediately after the opening of tenders.
- Brief and provide guidance to evaluation committees prior to the commencement of tender evaluations.
- Develops and maintains appropriate standardized templates for use in the execution of the tendering process.
- Prepares status reports on ongoing tenders and evaluation activities undertaken by the SWMCOL and other activities related to Tenders.
- Operate effective systems and processes to ensure that appropriate Tender Evaluation criteria are prepared for approval by the Tenders Committee
- Assist in the development of specifications for equipment, products or substitute materials by the technical or subject- matter experts and maintains an up to date database for future reference
- Administers, schedules and facilitates the procurement process from initiation to award or termination of contract.

### **Prequalification of Vendors/ Vendor Management**

- Manages the prequalification process and evaluation of prospective suppliers
- Reviews pre-qualification documents and pre-qualification evaluation criteria and submits for approval of the designated levels of authority; and monitors to ensure approval prior to implementation
- Evaluates pre-qualification applications and pre-qualified lists of vendors for submission/recommendation to the Tenders Committee
- Develops processes for the pre-qualification processes, monitoring the period of eligibility and updating records on those pre-qualified
- Develops processes to record, track and update validity of documents submitted in the tender process



- Ensures that the approved list of prequalified vendors is maintained and managed based on the qualifications, experience of vendors and performance throughout existing and past contracts. Develops processes for recording, tracking and assessing performance management of contractors based on documented contract performance and linking same to pre-qualification eligibility. Records feedback received with respect to vendor performance on projects, and uses as the basis for future recommendations
- Implements supplier/vendor KPIs and manages approved Vendor Performance Management process
- Ensures that terms and conditions are forwarded to the relevant Department for detailed negotiation and finalization of the contract
- Performs any other duties related to the job junction as required

## Behavioral Competencies

**Strategic Perspective:** Is proficient in the use of strategic planning, monitoring and control techniques. Understands issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organization's intended results.

**Governance/ Compliance:** Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

**Integrity:** Displays honesty, and credibility in relationships and work situations, consistent with SWMCOL's values and principles e.g. walks the talk, sets good example, ethical conduct.

**Risk Management:** Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Company's guidelines to mitigate risk.

**Customer Service:** Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially.

**Change Agent:** Manage the transformation process, using innovation and creativity as the catalyst for 'mind-set' change and changes in attitude and standards of behavior for the optimal benefit of our stakeholders

**Negotiation:** Ability to motivate, influence and convince others to take a course of action in protection of or benefit to the company.



**Education, Knowledge and Experience:**

- BA in Procurement and Supply Chain Management from an accredited academic tertiary level institution or Professional Diploma in Procurement & Supply- CIPS
- In-depth knowledge, understanding and application of current Public Procurement Laws and Regulations and of the Public Procurement and Disposal of Public Property Act 2015
- Minimum of eight (8) years progressive experience in Procurement and Contract Administration
- Professional Membership in CIPS will be an asset
- Knowledge of Contract law and FIDIC Contracts would be an asset
- Certification in legal training will be an asset
- Working knowledge of State Financial Regulations
- Knowledge and understanding of the requirements for State Enterprises under the State Enterprise Performance Monitoring Manual of the Ministry of Finance
- Project Management will be an asset
- Excellent negotiating and influencing skills
- Knowledge of public administration
- Proficiency in the use of Microsoft Office Suite and software relevant to job functions