

Job Family: Pooled Procurement Services
Job Role: Procurement Officer
Job Level: PIC 2

About OECS

The Organisation of Eastern Caribbean States (OECS) is an International **Inter-governmental** Organisation dedicated to **regional integration** in the Eastern Caribbean. **The vision** of the organisation for 2020-2024 "**A better quality of life for the people of the OECS**" and **Mission Statement: "To drive and support sustainable development through regional integration. collective action and development cooperation"**.

The Organisation of Eastern Caribbean States came into being on June 18th 1981, when seven Eastern Caribbean countries signed a treaty agreeing to cooperate and promote unity and solidarity among the Members. The Treaty became known as the Treaty of Basseterre, named in honour of the capital city of St. Kitts and Nevis where it was signed.

Team Beliefs:

Be the Change	Win Together	Sign your Name	Decide Courageously	Walk the Talk
----------------------	---------------------	-----------------------	----------------------------	----------------------

Job Summary:

Reporting to the Procurement Manager, the Procurement Officer has the responsibility to ensure that the supply chain needs of the organization 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 Responsibilities

Procurement Planning

- Advise and assist the Commission in preparing its annual procurement plans and provide recommendations for synergies/pooled procurement and facilitating shared resources.
- Implement and update the procurement plans on a regular basis and recommend problem solving of procurement issues.

Procurement and Procurement Process Management

- 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 administration procedures in support of the Tender/Bidding Committee.
- Prepare notifications to successful and unsuccessful bidders and ensure the publication of award of contract notices.
- Plans, organizes, and leads the bid solicitation, requests for quotation, company profiles, and proposals, processes RFQ, RFP, RFB, ITB developing bid evaluation criteria and guiding OECS staff on stages of procurement.
- 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.
- Monitors and reviews progress of contractual agreements, reviews and approves invoices for payment, follow-up to ensure suppliers are paid on time, resolves any problems that arise, performs post contract evaluations, creates, and maintains procurement records, including electronic records and other internal systems, ensuring accuracy and integrity of data.
- Analyses, negotiates, and drafts contractual agreements, ensuring appropriate terms and conditions are included to protect the interests of the OECS Commission.

<ul style="list-style-type: none"> • Respond to both internal and external queries directed to Procurement and Logistics and escalate where necessary. • Contribute to the continuous review of procurement manual to drive the work of the unit. • Develop innovative solutions to move the procurement process forward ensuring process and policy is upheld. • Share procurement knowledge with members of the procurement team and other relevant staff to strengthen internal skill base.
<p><u>Contract Management</u></p> <ul style="list-style-type: none"> • Maintain an up-to-date comprehensive procurement database for efficient management of contracts in terms of contract value, contract period and other related contractual matters for Consultants, Suppliers and Contractors. • Ensure efficient archiving/storage of Contract documents and information to support contract management and reporting. • Assist in reviewing existing contracts and other services and supply agreements and propose enhancements or alternative arrangements where appropriate. • Contribute to the procurement analysis to assess efficiency and effectiveness of procurement activities against work plans and to address key challenges. • Conduct research to provide comparative quotes/data/analysis to enable value for money in the procurement process. • Partner with project teams and Member states to manage multiple procurement projects • Facilitate the submission of performance evaluation reports of Consultants and Contractors.
<p>Preparation of monthly Procurement operational and projection reports.</p> <ul style="list-style-type: none"> • Generation of quarterly procurement spend and summaries by Unit, Division, vendor, cost center, donor, category • Monthly updates on works/service in progress. • Bi-annual supplier complaints matrix. • Milestone report on the procurement plan versus actual deliverables. • Other weekly, quarterly, annual and ad hoc reports as required.
<p>Provides training and support Internal, external Stakeholders and Member States on Procurement Processes</p> <ul style="list-style-type: none"> • Provides advice and guidance to Internal and external stakeholders including Member States on procurement matters, and coaches them on relevant processes (i.e. Requests for Proposals (RFP), Requests for Quotations (RFQ), Bid evaluation criteria, contract Management and other competitive procurement tools) to ensure they obtains best value, and to ensure procurement processes are perceived by suppliers as fair, open and ethical. • Coordinate & schedule meetings, appointments as requested including by Member states, Donors and consultant's evaluation meetings and take minutes. • Participates in Regional Meetings to provide support and response to queries

Perform any other related duties as may be assigned/approved by the Head, Procurement.

Experience & 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 procurement procedures and policies of international lending institutions (such as the World Bank, Inter-American Development Bank, European Union)
- **Experience and Knowledge of EU and World Bank procurement processes will be an added advantage.**
- **Graduate Diploma in Procurement & Supply Chain Management will be an added advantage**
- Experience in researching and analyzing trends and prices for services and goods.
- Demonstrated competence and knowledge of principles, practices and procedures governing procurement
- Analytical mindset, and innovative thinker who is capable of utilizing non-traditional approaches to procurement, while being in compliance with procurement guidelines.
- Ability to work under pressure in a fast-paced environment with tight, sometimes conflicting deadlines
- Detailed-oriented team player at all levels and able to collaborate with units and other functional partner,
- Excellent negotiation skills

- Strong interpersonal skills as duties will entail working with a diverse number of people including executives, suppliers and vendors.
- Fully conversant with Microsoft Suite of products (Excel, Word, PowerPoint, etc.), collaborative tools and other related procurement software.

Competencies:

- Drives with Purpose and Vision -3
- Creates an Environment of Trust -3
- Builds Effective Teams -3
- Ensures Accountability -3
- Demonstrates Decision Quality -3
- Communicates Effectively -3