

GPL-HRD-001/19 (M)	OUTPUT FOCUS JOB DESCRIPTION		DEPUTY CHIEF EXECUTIVE OFFICER – STRATEGIC OPERATIONS
Position: Procurement & Contracts Monitoring Officer	Grade: Junior Manager	Incumbent:	Reports To: DCEO – SO with responsibility for Procurement
Manages: 1 to 2 staff			

JOB PURPOSE: Responsible for providing efficient and responsive administrative, organizational and operational support to GPL’s Procurement Quality and ensuring the smooth management of the day to day affairs in a well-organized and timely manner.

KEY OUTPUTS:

- Completed correspondences, emails, faxes
- Compiled reports and presentations
- Prepared Agenda for meetings.
- Efficient Filing and Record system
- Completed Progress/Monthly Reports.
- Updated database on the status of all contracts.
- Satisfied customers

KEY RESPONSIBILITY AREAS:

- (1) Ensuring the Procurement Department Prepare and publish all RFP / RFQ / Tender documents in accordance with policy and procedures.
- (2) Ensuring timely Coordination and participation in the opening of bids.
- (3) Ensuring timely dispatch and receipt of all procurement related correspondences.
- (4) Be responsible for all documents submitted, distribution to all related parties.
- (5) Follow through with Secretary of Management Tender on execution of action items on meeting minutes of all meetings of the Management Tender Board.
- (6) Review and ensure maintenance of an effective system for the management of all files and documentation.
- (7) Assist Secretary of Tender Coordinate with the timely evaluation of Tenders and the preparation of evaluation reports
- (8) Follow up with actions and timely execution on all decisions made by the Tender Boards, both Management Tender Board and Company Tender Board.
- (9) Prepare periodic reports regarding progress tracking of all procurement transactions that should emphasis any areas of prolong delays in the procurement and inventory flows.
- (10) Work closely with both Procurement & Supply Chain and Inventory Manager and Officers
- (11) Liaise with the Legal Department to ensure contracts are drafted as required.
- (12) Worked with Legal & Procurement Team to ensure maintenance of database of all contracts.
- (13) Assist DCEO – SO with monitoring the deliverables of all contracts.
- (14) Assist DCEO – SO to provide alerts on key timelines of contracts.
- (15) Ensure all necessary documentation and other matters are addressed in a timely and effective manner.
- (16) Assist DCEO – SO to coordinate with all relevant parties to ensure that post evaluation reports are prepared for all contracts which have ended.
- (17) Liaise directly with Internal Audit Director and Team in order to ensure continuous audit inspection programs involving adequate quality assurance and /or quality controls (QA/QC) on all procurement & Inventory transactions.
- (18) Perform any other similar or related duties from time to time.

Required Competencies

Core/ Leadership	Skill Level & Importance		Description/Behaviours
COMMUNICATION	H	3	<ul style="list-style-type: none"> ➤ Tailors the content of speech and written communication to suit the level, cultural background and experience of the audience ➤ Establishes communication plans and strategies

			<ul style="list-style-type: none"> ➤ Communicates complex issues clearly and credibly with widely varied audiences.
CUSTOMER FOCUS	H	1	<ul style="list-style-type: none"> ➤ Ensures professional and courteous service ➤ Acts promptly to ensure customer expectations are met and problems are resolved. ➤ Takes personal responsibility for providing excellent service ➤ Interacts well with all customers and understands that each customer is different.
RESULTS ORIENTED & PROJECT MANAGEMENT	M	1	<ul style="list-style-type: none"> ➤ Clarifies what is expected and accepts accountability for completing tasks ➤ Takes pride and ownership in own work ➤ Demonstrates a high level of dependability in all aspects of the job ➤ Respects the rights of others while achieving one's own goals.
TEAMWORK ORIENTED	H	1	<ul style="list-style-type: none"> ➤ Willingly participates, works effectively with others and seeks input from others. ➤ Does his or her share of the work and puts in extra effort when needed to help others. ➤ Shares information and supports team decisions ➤ Recognises that the ways of getting things done in different departments, organizations and communities are not the same.
CREATIVITY & INNOVATION	M	1	<ul style="list-style-type: none"> ➤ Recognises new ways to accomplish tasks. ➤ Tries more than one approach to overcome a problem.
ABILITY TO ACQUIRE & APPLY KNOWLEDGE	M	2	<ul style="list-style-type: none"> ➤ Applies acquired knowledge quickly and appropriately on the job ➤ Improves skill through practice and application ➤ Puts new knowledge, understanding or skill to practical and/or innovative use on the job

Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	1,2,3,4
• Excellent Interpersonal/human skills	A	3
• High level of Organizational /Time Management skills	A	3
• Ability to maintain confidentiality	E	4
• Ability to give attention to details	A	3
• Knowledge of Microsoft Office Suite	A	3
• Knowledge of Office Practices and Procedures	E	4
• Attention to detail		
• Planning and project management skills		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Bachelors Degree in Business Management, Law or related field from a recognized University and at least three (3) years relevant experience.

OR

2. Secondary School Certificate and Post Secondary training with at least five (5) years relevant experience in a corporate setting. Should also have plans to pursue a business related University Degree.

AND

3. Information Technology skills with proficiency in Microsoft Office Suites including Word, PowerPoint and Excel Spreadsheet.

Legend:

H:	High Requirement. Required performance could not be achieved without demonstration of this competency.
M:	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
L:	Low Requirement. Required performance is not dependent on demonstration of this competency.
I,II,III,I V:	The skill level required for effective performance. Skill levels are defined in the Competency Model
*	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
B:	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.
W:	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
A:	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
E:	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or Situations.

This document is validated as an accurate and true description of the job as signified above.

Employee Sign Date

Supervisor Sign Date

Date received in Human Resource Division

Head of Department/Division Sign Date

Date Created/revised