



TERMS OF REFERENCE
Procurement Officer
2019/ 42

G.P.L invites applications from suitably qualified candidates to fill the impending vacancy of Procurement Officer within the Procurement Department – Main Street.

Under the general direction of the Procurement Manager, the incumbent will be responsible to manage all Local and Foreign Purchases Supervisors, Buyers and Expediter.

JOB DESCRIPTION

1. Makes professional procurement decisions in a fast-paced environment as it relates to Tender Board's regulations and procedures taking into account relevant Laws and Policies for procurement of goods and services.
2. Develops plans for purchasing equipment, services and supplies in consultation with departmental needs.
3. Reviews and analyzes all Contractual Agreements of vendors/ suppliers and providers of services in keeping with legal requirements.
4. Ensures that the products and supplies are high quality and comply with specifications.
5. Maintains records of purchases, pricing and other important data and ensuring that data is securely backed up.
6. Maintains a system of tracking RFPs and Pos and generates reports to user Departments.
7. Prepare Expressions of Interests, Tenders and Contract Agreements.
8. Maintain research and update list of suppliers and their qualifications, delivery times, and potential future development and suppliers.
9. Keeps abreast of changes in procurement best practice and legislative compliance.
10. Expedites clearance of imported goods in compliance with Guyana Revenue Authority's procedures.
11. Prepares and submit monthly procurement reports to the Procurement Manager.
12. 12. Manages the welfare and development of direct reports through leadership of effective objective setting, communication, guidance, coaching, mentoring, performance appraisals, training and development assistance.
13. Establishes parameters for compliance with internal control procedures.
14. Ensures compliance with all Health and Safety regulations.

JOB QUALIFICATION(S) AND EXPERIENCE:

1. Bachelors degree in Business Administration, Logistics or a relevant field with two (2) years experience in Procurement Management.

OR

2. Certification/ Membership to the Chartered Institute of Procurement & Supply (CIPS)

OR

3. A Diploma in Business Administration, Logistics or a relevant field with five (5) years experience in Procurement Management.

PLUS

4. Alternatively: Fifteen (15) years experience in the field of Procurement Management.

Emoluments commensurate with qualification & experience

KNOWLEDGE/ SKILLS/ ABILITIES:

COMPETENCE PROFILE;

Core

- Communication
- Results Oriented and Project Management
- Teamwork
- Applying Learning
- Financial Responsibility and Value Creation
- Adaptability and Ability to Manage Change
- Safety

Functional/Technical

- **Goal Focus.**
- **Ability to establish and administer contracts.**
- **Accurate and precise attention to detail.**
- **Ability to work well with management and staff at all levels.**
- **Proficient in the use of local purchase and customs requirements regulations and purchasing software.**
- **Sound knowledge of procurement procedures and systems.**

- **Conversant with International Ship and Port Facility Security Code, Occupational Safety and Health Act Chapter 32 of 1997.**

Applications should be submitted to the Deputy Human Resources Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than July 23, 2019.