

CAREER OPPORTUNITY
MINISTRY OF LABOUR AND SOCIAL SECURITY
Social Protection for Increased Resilience and Opportunity Project
(SPIRO Project)

PROCUREMENT SPECIALIST

1.0 Background

The Social Protection for Increased Resilience and Opportunity Project (SPIRO Project) is between the Government of Jamaica (GOJ) and the World Bank in the amount of US\$20 million in loan resources. The Project is being implemented by the Ministry of Labour & Social Security in collaboration with the Planning Institute of Jamaica (PIOJ).

The Project development objective for the SPIRO Project is to expand coverage of social protection in Jamaica and to strengthen its social protection delivery system, particularly its capacity to respond to shocks.

2.0 OBJECTIVE

The objective of the services by the Procurement Specialist is to undertake all activities and procedures for the procurement of goods, works and services according to the *Loan Agreement* and the World Bank Procurement Regulation for IPF Borrowers dated November 2020 (“the Procurement Regulations”), Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants, dated July 1, 2016 (“the Anti-Corruption Guidelines”), the Project Operational Manual, Project Procurement Strategy for Development (PPSD), Procurement Plan, and relevant Government procurement requirements.

3.0 SCOPE OF WORK

The Procurement Expert will liaise and coordinate closely with all project beneficiaries in the management and execution of the procurement portfolio. Specific responsibilities will include the following:

Project Establishment

- Support the establishment of the Project during its initial stages specifically with respect to procurement and support for the establishment and administration of contracts, and the establishment of policies, procedures, manuals, and systems to support procurement management and record keeping.
- Establish the Procurement Plan in the online system, Systematic Tracking of Exchanges in Procurement (STEP) and keep it always updated.
- Review and update the PPSD and the Operations Manual at the initial stage and over the project.
- Develop, update, and maintain an appropriate database to support procurement management and record keeping.

Planning and Management

- Ensure credible scheduling of all procurements. The Procurement Specialist needs to ensure timely procurement and support by monitoring the delivery of goods, works, and services in accordance with contract conditions.
- Establish a quality assurance mechanism for all procurements to be carried out as part of projects
- Contribute to the development of the projects’ annual planning processes.
- Prepare the necessary procurement documentation for all procurements, including the development of contract management plans as appropriate by monitoring the delivery of goods, works, and services in accordance with conditions.
- Support the projects with the identification of potential suppliers, contractors, and consultants.

- Provide all support for any review or audit of projects' procurement.
- Ensure conformance to customs and taxation regulations in conjunction with the Finance officer.
- Coordinate with shipping agencies/ brokers and suppliers on the delivery of goods for the project.
- Coordinate with relevant departments to ensure appropriate asset management protocols.

Reporting

- Ensure up-to-date reporting on all procurement and contract activity milestones to the relevant Project Manager, and other relevant senior staff.
- Monthly report on the progress of each project's procurement activities, relative to contract requirements.
- Prepare timely and accurate quarterly procurement reports including reporting against each project procurement plan and Key Performance Indicators (KPIs).
- Provide procurement information as requested for management and review purposes.
- Contribute to the delivery of quarterly monitoring and evaluation reports.
- Contribute to the preparation of the six-monthly Progress Reports, for submission to the World Bank and the Project's Steering Committee.
- Ensure STEP is updated for the execution of all activities on a timely basis.
- Provide details on project procurement for the PIU.
- Provide files and documentation for Project Audits annually.

Leading and Supporting

- Lead the management of all project procurement activities including the establishment of procurement panels and assessments in accordance with World Bank requirements, including:
 - Work with the concerned technical working groups in the preparation of technical specifications and terms of reference for contracts to be procured under the project in accordance with various procurement methods.
 - Preparing and publishing of procurement notices for any procurement category.
 - Drafting of the Bidding Documents and Requests for Proposals and as necessary, submit for the World Bank's prior review.
 - Preparation of tender opening reports.
 - Assist the concerned technical working groups and evaluation committees in the evaluation of proposals received, based on criteria stipulated in the bidding documents.
 - Preparing the shortlist and shortlisting report and as necessary, submitting it for the World Bank's prior review.
 - Ensure preparation of comprehensive evaluation reports according to the World Bank standard forms and timely transmission of the Bid and Consultant Evaluation Reports to the World Bank for review and no objection.
 - Participating in contract negotiations for consulting services, by providing and providing guidance to the negotiations group on topics that may be negotiated.
 - Lead the preparation of all necessary documentation for bid opening, evaluation, and award of the contract;
 - Preparing the correspondence with bidders/consultants.
 - Management of complaints.
 - Advertising of contract awards as required under applicable World Bank Regulations.
- Represent the Project at governmental procurement meetings relevant to the Project, as required.
- Support the development of the project procurement risk management plan and ensure project procurement risks are identified and mitigated/managed.
- Support contract managers to keep the contract management module of STEP updated.

Organizing

- Ensure project staff receive appropriate training and capacity building in procurement procedures and systems.
- Manage internal and external communications with respect to project procurement.

Advice

- Provide strategic and operational level budget advice relating to procurement activities in conjunction with the Finance Officer.

4.0 QUALIFICATIONS AND EXPERIENCE

- University degree in economics, finance, engineering, accounting, law or any relevant degree or equivalent professional qualification.
- At least 5 years of relevant professional experience.
- Experience of participation in multi- disciplinary teams.
- At least 3 years of procurement experience in national and international agencies projects, preferably World Bank-funded projects.
- Minimum of 3 years' experience in an English-speaking environment; and
- Computer skills, including word processing and spreadsheets.

5.0 REPORTING

The Procurement Specialist will report to the Project Manager for the PIU.

6.0 DURATION OF ASSIGNMENT

The Procurement Specialist is expected to work full-time. The contract will be for an initial period of two (2) years and may be renewed based on the satisfactory performance of the incumbent's duties and responsibilities.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, July 12, 2024** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: SPIROProject@mlss.gov.jm

We thank all applicants for their interest but responses will be sent only to shortlisted applicants.