



*Government of the Co-operative Republic of Guyana*  
**Environmental Protection Agency**



<b>Document Name:</b>	Job Description Form	<b>Revision Date:</b>	24/02/2026	<b>Document Code:</b>	EPAJDF-23-01
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<b>Job Title:</b>	Head - Procurement	<b>Job Code:</b>	P-HeP
<b>Department / Division:</b>	Procurement / Corporate Operations and Services	<b>Position Type:</b>	Full Time___ Part Time ___ Contractor___ Intern___
<b>Location:</b>	Head Office – Georgetown	<b>Scale Grade:</b>	EP-9
<b>Reporting To:</b>	Corporate Operations and Services Director		
<b>Supervises:</b>	Procurement Officer, Administrative Assistant, Office Assistant		

Overall Objective
To implement procurement policies and procedures for the Agency and to lead and support the procurement staff.

Duties and Responsibilities
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| <ol style="list-style-type: none"> <li>1. Prepare and present requests for purchases to the Internal Tender Committee, Ministerial Tender Board and National Procurement and Tender Administration regulations and procedures.</li> <li>2. To ensure full compliance and adherence to the Internal Tender Committee, Ministerial Tender Board and National Procurement and Tender Administration regulations and procedures.</li> <li>3. To garner full compliance with all relevant internal procedures and policies for the procurement of goods and services for the Agency.</li> <li>4. To ensure that all products and supplies purchased meet high-quality standards and comply with specifications ensuring value for money.</li> <li>5. Estimate and establish the cost parameters and budgets for purchases.</li> <li>6. Manage procurement and disbursement of Agency stock/inventory.</li> <li>7. Spearhead the preparation of procurement related documents and follow up with suppliers.</li> <li>8. Liaise with departments to determine their equipment, product and service needs to guide supplier and contractual expectations.</li> <li>9. Develop and monitor of the annual Procurement Plan.</li> <li>10. Maintain desired timelines for the preparation of Expressions of Interest, Tenders and Contract Agreements.</li> <li>11. Establish and maintain a database of contracts issued for goods and services with an effective tracking mechanism to highlight key suppliers and the Agency's obligation.</li> <li>12. Preparation of annual budgets to meet the Agency's mandate.</li> <li>13. Monitor to ensure that supplier databases are regularly updated with reliable supplier and service provider information.</li> <li>14. Stay up-to-date on procurement best practices and legislative compliance and keeping abreast of changes in the procurement field.</li> <li>15. Preparing and submitting procurement reports.</li> <li>16. Managing the welfare and development of staff through leadership of effective objective setting, communication, guidance, coaching, mentoring, performance appraisals, training, and development assistance.</li> <li>17. Perform any other duties that may arise from time to time.</li> </ol> |
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### Requirements

#### Qualifications and Work Experience:

- MSc. in Supply Chain Management, Procurement, Management, Public Management, or a related field with more than five (5) years' experience in middle management and public procurement or
- A Bachelor of Science in Supply Chain Management, Procurement, Management, Public Management, or a related field, accompanied by eight (8) years of experience in public procurement, including three years in middle management.
- Computer literacy is desirable with good communication skills.

#### Competencies:

- Professionalism:

Good understanding of the functions of the post, ability to work independently with minimum supervision

- Team work:

Good interpersonal skills and the ability to work as a team.

- Skills:

Strong knowledge base in Procurement Procedures.

- Planning and Organizing:

Excellent organizational and management skills and ability to carry out work in an efficient and timely manner

A solid grasp of the Procurement Act, its procedures, and the requirements for regulatory compliance

Strategic Planning, Financial Acumen, and Analytical Expertise

- Flexibility:

Must be willing to travel out of town where necessary

- Communication, Influence and Motivation:

He/she will have responsibility for personal interaction with staff of all divisions so should have good interpersonal skills.

- Resource Management:

He/she will be dealing with material of a confidential nature.

- Accountability:

He/she will be expected to take initiative to identify and resolve problems and to ensure fair and equitable application of procedures is set and to possess analytical/problem solving skills.