



Government of the Co-operative Republic of Guyana

Environmental Protection Agency



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Job Title:	Procurement Officer	Job Code:	P-PrO
Department/Unit:	Administrative / Corporate Operations and Services	Position Type:	Full Time___ Part Time___ Contractor___ Intern___
Location:	Head Office – Georgetown	Scale Grade:	
Reporting To:	Head – Procurement		
Supervises:	Procurement Assistants, Office Assistant		

Overall Objective
To identify external providers for the purpose of purchasing goods and services and to coordinate evaluation and procurement of items.
Duties and Responsibilities
<ol style="list-style-type: none"> 1. Assist in the implementation of procurement strategies, policies, and procedures. 2. To ensure all purchases adhere to National Procurement and Tender Administration regulations and procedures. 3. Identify potential suppliers and negotiate contracts and purchase agreements with them, ensuring that the best possible terms and conditions are obtained for the agency. 4. Support the preparation and processing of procurement-related documents, including requests for proposals, bids, and purchase orders, invoices and follow up with suppliers as needed. 5. Monitor supplier performance and resolve any issues or disputes that arise during the procurement process, reporting any concerns to the Head of Procurement. 6. Ensure that all procurement activities comply with relevant regulations and laws, as well as internal policies and procedures. 7. Assist with the procurement and disbursement of agency stock/inventory, ensuring that adequate levels are maintained and that inventory records are accurate and up-to-date. 8. Work closely with internal stakeholders to identify their procurement needs and provide advice and guidance on procurement-related matters. 9. Maintain the supplier database, ensuring that it is regularly updated with reliable supplier and service provider information. 10. Ensure that desired timelines are met for the preparation of Expressions of Interest, Tenders, and Contract Agreements, reporting any delays or issues to the Head of Procurement. 11. Participate in the development and implementation of the agency's annual budget, ensuring that procurement-related expenses are properly accounted for. 12. Monitor and track the flow of procurement-related documents and transactions, ensuring that they are processed in a timely and efficient manner. 13. Prepare and submit procurement reports to the Head of Procurement and other relevant stakeholders, as required. 14. Stay up-to-date on procurement best practices and legislative compliance, and keep abreast of changes in the procurement field. 15. To assist with the management of the Agency's assets and maintenance of the Asset Register 16. Perform any other duties that may arise from time to time.



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Requirements

Qualifications and Work Experience:

- A BSc. in Supply Chain Management, Procurement, Accountancy, Management, Public Management, or a related field with at least (3) years' experience in public procurement **OR**
- A Diploma in Procurement or Management or a related area of studies coupled with five (5) years' experience in a similar role.
- Knowledge of the Procurement Act and Procedures
- Good communication skills and Proficiency in Microsoft Excel and Word.

Competencies:

- Should have good understanding of the functions of the post, ability to work independently with minimum supervision
- Good interpersonal skills and the ability to work as a team.
- Good computer skills and proficiency in Microsoft Office
- Excellent organizational and management skills and ability to carry out work in an efficient and timely manner
- He/she will have responsibility for personal interaction with staff of all divisions so should have good interpersonal skills.
- He/she will be dealing with material of a confidential nature.