



## **JOB DESCRIPTION**

<b>Position:</b>	<b>Manager Procurement</b>
<b>Location of position:</b>	Central – Head Office
<b>Reporting to:</b>	Head of Technical Support
<b>Specific accountabilities:</b>	As follows

### **Objectives**

To deliver the procurement requirements for works, services and goods as per the FRA Annual Works Program and FRA procurement guidelines. This will involve leading the FRA procurement team on all procurement related activities in accordance with public procurement standards and regulations.

### **Key Duties and Responsibilities**

- Leads the Procurement Team and is ultimately responsible for the preparation and review of all FRA procurement documentation (advertisements, tender documents, addendums, technical and financial evaluations, tender evaluation minutes, tender clarification meeting minutes, evaluation reports, FRA Board reports etc.) in connection with the procurement of works, services and goods;
- Manages all procurement activities via Tenderlink platform.
- Leads the Procurement Team through all stages of all procurement of civil works and consultant contracts as well as any other goods or services that are procured.
- Provides advice to the FRA and project stakeholders on FRA requirements for the procurement of works, services and goods,
- Facilitate the preparation and public release of project procurement information in accordance with FRA Communications Policy;
- Coordinates Technical FRA Staff to enable the preparation of technical specifications and terms of reference for all projects activities related to consultant recruitment and civil/structural works;
- Undertakes all procurement related activities in accordance with the FRA's Operations Manual and all required Multilateral Development Agency procurement guidelines.
- Leads negotiation of contracts and address all procurement-related matters as required.
- Monitoring current tenders and maintain a procurement tender status register
- Prepares a weekly report to the Chief Executive Officer on the status of all Procurement Projects
- Prepares a monthly report to the FRA Board on the status of all Procurement Projects
- Prepares procurement statistics for inclusion in the Annual Report
- Develop and update project procurement risk mitigation action plans;
- Lead and participate in tender evaluations and tender clarification meetings. Leads in-depth analysis of all bids received.



- Prepares reports to the FRA Board with tender evaluations/contract award recommendations and procurement strategies.
- Prepares letter of Notification to successful contractors and letters to unsuccessful contractors
- Prepare a procurement plan including timelines for each project in the annual FRA Works Program
- Ensure tenders are prepared, evaluated and recommended for award within required timeframes
- Review and update the FRA Procurement Guidelines and procurement documentation
- Ensure an Engineers Estimate and Project Risk Register is completed for each project that goes to tender
- Ensure approval is obtained from the Chief Executive Officer prior to advertising Requests for Tender (RFT)
- Carrying out any other procurement – related actions necessary to facilitate the effective and timely implementation of the annual works program;
- Perform any other duties as assigned by the Head of Department and Chief Executive Officer.

## **Common Accountabilities**

### **Compliance**

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may have been delegated by the Authority.

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

### **Organisational Performance**

Promptly provide complete and accurate financial and non-performance results (against any performance targets listed in the Asset Management Plan and Corporate Plan and any other performance criteria within the assigned area of responsibility) throughout the year and for the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.



## **General Management**

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.

Protection of the Authority's intellectual property rights.

Protection of the Authority's reputation.

Good public relations.

## **Emergency Management**

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan

## **Personal Performance**

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually – following submission of FRA's Annual Report to the Minister.

The Chief Executive Officer will appraise the Manager Procurement.

## **Mandatory Requirements**

- Degree in Business Administration, Management, Business Finance or similar discipline. Post Graduate qualification is advantage
- Certification in Procurement Management is desired
- At least 8 years' experience in infrastructure projects and/or Capital Projects procurement of which 5 years managerial experience
- Procurement experience on Multi-Lateral Funding Projects (e.g., Asia Development Bank, World Bank or Exim Bank funded projects involving infrastructure works);
- Experience with Tender link and Multilateral Development Bank Agency Consultant Recruitment systems
- Experience in Procurement Software and ERP System.



- Project management experience with proficiency in MS Project
- Good verbal and oral communication skills;
- Advanced proficiency in the use of Microsoft Office Suite
- Excellent conflict management and negotiation skills;
- Knowledge of Request for Proposals/Quotations/EOI/Request for Tender generation process.
- Knowledgeable with infrastructure project life cycle.
- Knowledge of public procurement contracting and tendering principles.
- Knowledge of the principles and procedures involved in financial management.
- Proven ability to analyse information quickly and to problem solve and think strategically, position and formulate appropriate recommendations.
- Proven ability in encouraging open expression of ideas and opinions and efficiently transfers thoughts and expresses ideas orally or in writing in individual or group situations.
- Proven ability to understand the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement.
- Proven ability to effectively manage and coordinate the output of a highly diverse team of professionals.
- Ability to work as part of a group of people, working toward solutions which generally benefit all involved parties.
- Ability to set and maintain high performance standards for self and others that support FRA's strategic plan.
- Ability to observe and maintain confidentiality in the performance of duties.
- Valid Group 2 Drivers licence.

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This job description has been approved by:

Name	
Designation	
Signature	
Date	