

Job Class Profile: Procurement Officer III**Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	5	5	3	4	4	5	5	2	2	
Points	233	83	19	19	120	108	103	43	21	749

JOB SUMMARY

The Procurement Officer III provides procurement services for all Government Departments and other Government organizations.

Key and Periodic Activities

- Performs contract management work which includes working with legal, end users/project managers/engineering staff to ensure commercial information is in accordance with the Public Tender Act as it relates to the purchasing goods and services required. Interprets the Public Tender Act and how it impacts end users' plans/projects. Enters into legally binding contracts on behalf of all government departments and agencies by using delegated signing authority to issue purchase contracts to supply goods and services.
- Interprets and communicates corporate policies and procedures, provincial legislation and trade agreements by participating in Public Tender Openings and pre/post tender award/clarification meetings and works with end users to ensure compliance with related policy, procedure and legislation.
- Performs contract tendering and administration by reviewing/updating specifications; formatting documents; providing direction on format, price schedules/regulations; arranging distribution of tenders; writing purchase orders/contracts; evaluating tenders and providing fair and equitable communications with bidders to explain/clarify tender specifications.
- Liaises with internal staff and suppliers to ensure tender specifications are correct and determines correct delivery and commercial requirements. Works with accounts payable/budget staff to correct invoice/order discrepancies.
- Resolves disputes with suppliers and deals with officials at all levels of government on tendering and contract issues to minimize legal issues for government.
- Provides advice to departments and agencies on legislative issues. Applies rules of the procurement trade agreements to tenders/purchases. Develops and recommends changes/amendments to policies and legislation.
- Provides ongoing contract administration over the life of long term agreements. Initiates and recommends changes to contract terminology, terms and conditions. Initiates and makes recommendations to improve supplier performance and provide increased bid opportunities.
- Provides assistance and advice to lower level procurement staff and maintains contact with current and new suppliers by visiting plants, attending seminars and trade shows to keep

Key and Periodic Activities

abreast of new products and prices.

SKILL

Knowledge

General and Specific Knowledge:

- Public Tender Act, Agreements on Internal Trade, Atlantic Procurement Agreements, Atlantic Terms and Conditions and International Trade Agreements.
- Wide variety of goods and services
- Legal landscape impacting procurement.

Formal Education and/or Certification(s):

- Minimum: Graduation from an approved college or university with an Undergraduate Degree in Commerce or Business Administration supplemented by Procurement Certification training.

Years of Experience:

- Minimum: 4 – 5 years

Competencies:

- Proof-read, edit and format documents
- Operate a computer to prepare documents
- Conduct analysis and assessment
- Writing skills
- Apply established techniques to complete tasks
- Coordinate related work

Interpersonal Skills

- A range of interpersonal skills are used including listening to information from others; asking questions to obtain information; providing routine information and direction to others; communicating complex information; negotiating contracts and agreements; gaining the cooperation of others to complete work tasks and providing expert advice/counselling. Most importantly, must have the ability to communicate, both orally and written, with departments and vendors to ensure there is a clear understanding of the requirements.
- Communications occur with employees or peers within the immediate work area, within the Department and other Departments, outside provincial agencies/organizations including supervisors, suppliers, sales representatives and the general public as well as with executive members and professional advisors.
- Most significant contacts include the Director of Procurement to discuss ongoing tender innovations, to review Provincial Trade Agreement Requirements, and to develop problem solving strategies; Service Policy Advisors to review reporting requirements and other Procurement Officers to discuss approaches to tender calls and assist in evaluation of tenders.

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Occasionally, work requires gross motor skills to physically handle heavy samples weighing up to 50 lbs.
- Constant requirement for fine finger or precision work while sitting and reviewing/entering information in a computer system.

Concentration

- **Visual concentration** is constant while continuously viewing a computer monitor, reading tender documents including fine print, departmental correspondence and visually inspecting samples.
- **Auditory concentration** is also constant during telephone contacts with staff, Departments and vendors to understand requests. Also required when attending various meetings where discussions can be sensitive.
- **Repetition requiring alertness** occurs during the preparation of tender documents to ensure legislation and technical specifications are correct and adhered to.
- **Time pressures and deadlines** exist since the tendering process has strict closing times.
- **Lack of control over work pace** occurs when emergency situations arise.
- **Exact results and precision** is required when evaluating tenders to ensure compliance with regulations and protect against litigation.

Complexity

- Work involves a series of tasks or activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined.
- Typical challenges surround the tender evaluation process. Proper evaluation is required to ensure departments receive exactly what they require. Must also ensure that the tender meets the various legislative requirements as well as the specific requirements of the department.
- When conducting the tender evaluations, there are policy and procedure manuals, legislation, agreements, publications and other documents to assist in the process as well as Directors with the Government Purchasing Agency.

RESPONSIBILITY

Accountability and Decision-Making

- Has the authority to issue tenders on behalf of government departments and agencies as well as to enter into legally binding contracts up to \$50,000.00 for goods and services.
- Purchase contracts for goods and services exceeding \$50,000.00 in value, change orders requested by departments and approval of reporting documents for treasury board requires the approval of supervisor.
- Situations such as decisions to tender less than \$10,000, sole source rationale and the determination of fair and reasonable price requires a high degree of independent discretion and judgement.

Impact

- Work results are directly felt within the immediate work area, within the Department, outside the Department but within Government, outside public service organizations and directly by

their clients and the goods/service providers.

- Procurement services impact equipment, processes and systems, information, finances, facilities, material resources, health and safety and corporate image.
- Impacts of error would have a considerable impact within and outside the organization.
- Improper/unfair tender process can result in an improper/erroneous award. Errors are likely detected by the Procurement Officer or the immediate supervisor. The Government of Newfoundland and Labrador could be affected financially and by damaged reputation.

Development and Leadership of Others

- Not responsible for the supervision of staff but would have development and leadership responsibilities including providing on-the-job advice, guidance, feedback, training and acts as a mentor to new employees, etc.
- Provides subject matter expertise to clients and leads the competitive process for large dollar value procurements.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment and special precautions are not required.
- The likelihood of injury or illness is limited.
- Occasionally exposed to environmental working conditions such as unusual/distracting noise, lack of privacy, computer glare and travel.