





CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

JOB DESCRIPTION

PART A

1 Job Identification

Duration: ☐ Limited Duration
☐ Fixed Term

Title	Category	Grade	Duty Station
Procurement Officer	P	P2	Trinidad
First Level Supervision	Procurement Manager	Second Level Supervision	Director, Corporate Services
Signature: 	Date: 22/11/2024	Signature: 	Date: 22/11/2024

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community. CARPHA is serving as the Executing Agency for selected regional activities under the World Bank – funded Organisation for Eastern Caribbean States (OECS) Regional Health Project. The Project Development Objective (PDO) is to 'improve preparedness capacities of health systems for public health emergencies in the OECS region'.

The Project consists of the following Components:

1. Improved Health Facilities and Laboratory Capacity;
2. Strengthening Public Health Surveillance and Emergency Management;
3. Institutional Capacity Building, Project Management and Coordination;
4. Contingency Emergency Response.

3 Organizational Context *(Describe the work environment, the role of the individual within the team –team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

The position is responsible for assisting with the planning, monitoring and control of all aspects of procurement processes for goods and services, ensuring compliance with internal regulations, instructions and guidelines on procurement procedures and with the World Bank Procurement rules and regulations. The position also supports the development of organisation-wide systems, processes and procedures for procurement and contracting.

4 Summary of Responsibilities *(may continue on separate sheet if necessary)*

1. Assist with the preparation of the Project Procurement Plan on the basis of inputs and forecast from the project team members. Update the Plan and the Project Procurement Strategy for Development (PPSD) on a monthly/quarterly basis;
2. Ensure that the procurement process is carried out in accordance with the World Bank Procurement Regulations;
3. Contribute to the ongoing identification, assessment and management of risks associated with procurement under the project;
4. Provide technical guidance and support to the project team on the full range of procurement issues and at all stages of the procurement process.
5. Follow up on the status of all procurement processes and performance of the project-related procurement as necessary;
6. Support and facilitate the preparation of Terms of Reference for services and Technical Specifications for goods to be procured under the Project;
7. Assist with the preparation and issuance as well as controls of Tender Dossiers, Expressions of Interest (EOIs), Requests for Quotations, and all procurement-related documents, contracts, instructions, etc., in accordance with the World Bank Procurement Regulations. Ensure high quality standards of all documents;
8. Draft responses to procurement-related correspondence, including requests for clarification by bidders and complaints;
9. Assist with the evaluation of tenders in keeping with the procurement procedures. Work with evaluation committees and facilitate negotiations and awards of contracts
10. Assist with the development of reports and negotiation emanating from the tender evaluation process;
11. Assist with the notification of results of tenders to all successful and unsuccessful bidders;

....Cont'd

Description and Classification approval

Signature
Title


Ad Interim Executive Director

Date November 22, 2024

PART B**KEY BEHAVIOURAL COMPETENCIES****List and describe, in order of priority, essential competencies to perform the job****5**

Leadership and Managing Public Health Organization and Practice	<ol style="list-style-type: none">1. Practices good communication internally and externally and actively participates in organizational development.2. Works as part of a team, supports colleagues in the achievement of the organization objectives.3. Understands project management techniques and adheres to the Standard Operating principles governing the monitoring of projects.4. Supports knowledge transfer activities and results-based activities5. Understands the importance of partnerships such as regional advocacy networks, laboratory networks, and communities of practice with key sectors.6. Understands the importance of business-process re-engineering for public health, including incorporating mHealth and other health technologies to improve organizational efficiency and public health effectiveness.7. Practices continuous improvement.
Communications for Public Health	<ol style="list-style-type: none">1. Understands the importance of the role health information plays in the region.2. Understands the importance that epidemiological evidence plays in supporting the spectrum of public health actors within and among CARPHA member states, and among global actors to strengthen and support local, regional and global responses to public health risks, threats, and events.3. Supports others in the effective communication with the local, regional and global media, including the use of social media networks.
Evidence-Based Policy and Planning, Regulation and Control	<ol style="list-style-type: none">1. Understands and supports others in producing evidence and its integration into the public health policymaking, towards achieving equity in health and health for all, including vulnerable groups.2. Understands the role of quantitative and qualitative research methodologies.3. Understands the need for application of methods such as the Halon Method of prioritization.4. Supports the implementation of health information systems, including critical components such as public health surveillance and control systems to address new, emerging and re-emerging diseases and public threats.5. Supports others in the application and conduct of health-scenarios planning, including the incorporation of impact assessment of bilateral and multilateral agreements, to public health decision-making.6. Supports others in the application of strategic planning methods and the development and execution of strategic plans.7. Supports others in the conduct of impact-evaluation of population-level intervention and health service performance.
Public Health Emergency Preparedness, Mitigation, and Response	<ol style="list-style-type: none">1. Supports responder to public health emergencies, assists in the preparedness of plans, including the use of best-practice tools to conduct hazard and vulnerability assessments, mitigation and continuity of business planning.2. Provides support during public health emergencies, including to emergency operations centres, incident command and control and emergency management teams.3. Understands the importance of multisectoral response to public health emergencies, including coordination with regional and international aid agencies for resource mobilization.
Caribbean Context and Small-Island Developing States	<ol style="list-style-type: none">1. Supports others in the implementation of population-based, health security interventions reflective of public health considerations of small-island developing states (SIDS).2. Understands the importance of best-practice interventions targeting the social determinants of health in the Caribbean context.3. Supports others in the implementation of cultural approaches to public health in the Caribbean.
Health Economics and Public Health Financing	<ol style="list-style-type: none">1. Supports others in the development of programmatic and organizational budgets.2. Ensures adherence to programmes within current and forecasted budget constraints.3. Practices cost-effectiveness, cost benefit, and cost-utility in day to day operations.4. Understands the importance of mobilizing funds from international and global health programs, and mobilisation of funds through novel financing mechanisms such as social/health impact bonds to improve public health.

6**Technical Expertise** *(List and describe, in order of priority, the abilities required to perform the job).*

- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners.
- Sound Knowledge of procurement techniques and tools.
- Excellent interpersonal, oral and written communication and negotiation skills.
- Ability to work on own or with members of a team
- Ability to comfortably multi-task.
- Ability to adjust to changing priorities within demanding timeframes.

7**Education (Qualifications)**

- Bachelor's degree or equivalent in Social Sciences, Purchasing, Supply Chain Management, Public Administration, Finance, Accounts, or other closely related fields.
- Public procurement certification from an internationally recognized provider such as Chartered Institute of Procurement and Supply (CIPS).

8**Experience**

- At least five (5) years of work experience in executing functions in the area of procurement, contract management, supply chain management, preferably with projects funded by the World Bank or other International Development Partners (IDPs) such as the Inter-American Development Bank (IDB) or the European Union.
- At least two (of the five) years work experience in the area of procurement in an international or regional organization, preferably in the World Bank funded projects.
- Substantial knowledge of the World Bank procurement and financial policies and regulations will be preferable;
- Demonstrated ability in drafting contracts and interacting/negotiating with contractors;

9**Languages**

Fluency in verbal and written English.

10**IT Skills**

Demonstrated ability to effectively use a computer and utilize software Programmes such as Microsoft Office Word, Excel, PowerPoint, Outlook and SharePoint.

Summary of Responsibilities

12. Support the monitoring of contract implementation and initiate the necessary steps for contract extension (deadlines, budget implementation, etc.);
13. Work with the relevant internal stakeholders (Technical Officers, Finance, etc.) to follow up on invoices submitted by contractors and ensure that payments are effected in a timely manner;
14. Maintain list of suppliers and procurement files for goods and services;
15. Maintain a Contract/Procurement Register to show all contracts into which the Project has entered with suppliers or contractors. At the end of each month the Procurement Officer will prepare from this register a Procurement Report, showing outstanding commitments at the end of that month;
16. Oversee adherence to contractual agreements, recommend amendments and extensions of contracts and advise concerned parties on contractual rights and obligations;
17. Make recommendations for any procurement issues that may require escalation to the level of the Agency's Management Team;
18. Maintain and organize all procurement documentation in their respective files and ensure they are complete and secured for further reference by the World Bank and/or internal and external auditors;
19. Monitor all procurement activities to ensure transparency and efficiency in implementation;
20. Ensure that all goods and services received match the cost and specifications in the pro-forma invoice;
21. Engage in any other tendering, organizational and logistical requirement that may arise in the project;
22. Contribute to the development of institutional procurement policies and procedures.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this Project and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.