

# **GUYANA WATER INCORPORATED**

## **JOB DESCRIPTION**

**Job Number:**

**JOB TITLE: Procurement Officer**

**Location: Head office**

**Department: Procurement**

**Reports to: Manager, Procurement**

**Supervises: Supervisory Responsibilities**

### **Purpose and scope of Job:**

The main purpose and scope of this position is to manage the procurement process for all operational goods, materials and service for the corporation in accordance with established procurement policies and procedures. Understanding the nature and business of the water utility operations and how this role fits into the overall goals and objectives of the Corporation.

### **Main Duties and Responsibilities:**

1. Manage the acquisition process of goods and services for the operations department including the regional offices and adhering to the procurement policies and procedures.
2. On a daily basis, look for requisition in the I-procurement database that relates to operations. Verify the requisitions received to ensure the accuracy of the description, specifications and other relevant information and assign same to the respective buyers. Consult with the requester to determine the urgency and critically of the request.
3. Ensure critical materials and services are procured on a timely manner, avoiding disruption of services.
4. Estimate and establish cost parameters and budgets for purchases
5. Create and maintain good relationships with vendors/suppliers

6. Maintain records of purchases, pricing, and other important data
7. Develop plans for purchasing equipment, services, and supplies
8. Ensure that the products and supplies are of high quality based on established standard.
9. Work with team members and deputy procurement manager to complete duties as needed
10. Review request for quotations prepared by buyers to ensure that it is sent out to as many suppliers who are capable of providing a quotation.
11. Review evaluation reports to ensure that there are detail justification and recommendation for the selection of right supplier based on value for money
12. Review purchase orders for accuracy
13. Follow up with suppliers to ensure delivery of goods and services are on time.
14. Ensure that receiving are done correctly and on a timely manner for goods received by the requesting departments so as to facilitate payments of suppliers invoices.
15. Conduct market research via catalogues, internet and other media facilities to establish product pricing, product availability and product substitution and provide information to Head of Procurement.
16. Provide feedback to department personnel as to the status of their requests and delivery of goods and services.
17. Work with engineers and end users to establish justification and recommendation for the preparation of single source procurement.
18. Provide daily procurement activities update to the Manager/ Deputy Manager, Procurement.
19. Assist with tending to queries from suppliers and department personnel and ensure a timely resolution.

20. Any other duties that may be assigned from time to time.

**Qualifications:**

A Certificate in Supply Chain Management with two years relevant experience.

**OR**

A Degree in either Accounting, Economics or Business Management from a recognized learning institution with five years relevant experience.

**Competencies**

Must be proficient with current computer software including Microsoft Excel and Outlook email and preferable other related financial and accounting software such as ERP (eg. Oracle etc.)

Ability to communicate effectively with suppliers, contractors and all levels of management (Orally and in writing)

Excellent interpersonal skills

Ability to use initiative

Ability to work in a fast pace environment

Ability to multitask