



Cayman Islands Airports Authority

Job Title:	Procurement & Contracts Officer	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	8
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 4	Position Type:	Full Time
Job Holder:			
<b>Job Purpose:</b> This is a leading role within CIAA to ensure the airport runs effectively and efficiently for the ultimate benefit of users and customers. The procurement and contracts officer will ensure goods and services required or provided to CIAA provide value for money, are from reputable and reliable suppliers and meet targets covering quality, price, credit arrangements and delivery. The post holder will undertake ongoing and post contracting evaluation to provide assurance and confidence to senior CIAA management. In addition the post holder will be responsible for managing all revenue leases and contracts. The post holder will create and maintain a contract database on behalf of the CIAA.  The CIAA Procurement and Contracts Officer will develop, co-ordinate and deliver a cost effective work plan to achieve agreed financial targets by:  <ul style="list-style-type: none"><li>• Advising internal customers on procurement, lease management and contract policies and procedures.</li><li>• Managing and undertaking purchasing and contract activities.</li><li>• Review current systems and procedures, making recommendations and implementing changes to deliver continuous improvements.</li></ul> <b>Dimensions:</b> Reporting to the Chief Financial Officer (CFO), the Procurement and Contracts officer will:  <ul style="list-style-type: none"><li>• Use initiative and work with minimum supervision.</li><li>• Pre-plan critical actions and carry out actions in an efficient and timely manner.</li><li>• Control and reduce external expenditure whilst developing a robust supplier base.</li><li>• Bring a new dimension to procurement, lease management and contracting activities.</li></ul>			

- Demonstrate strong analytical, negotiating and decision making skills.
- Maintain a high level of confidentiality and credibility.
- Follow instructions, be a team player, able to deal with multiple tasks, flexible and able to get critical tasks completed on time.
- Handle multiple tasks and projects and prioritise based on operational and strategic needs.
- Meet customer service expectations and cost demands of business.
- Serve as the point of contact for customers and vendors on contractual matters, ensuring timely review and approval.
- Maintain contractual records and documentation.
- Take a proactive approach to overcome challenges and achieve results.
- Demonstrate a high competency level in the use of Microsoft office (Excel, Power Point and Word as a minimum.)
- Demonstrate excellent organisational and written and oral communication skills in English.

The role has both an operational focus and a project focus, supporting contracts and purchasing at a strategic level.

#### **ROLE AND RESPONSIBILITIES (EXPANDED)**

- Manage and coordinate all procurement, lease management and contracting activities.
- Ensure files are complete and accurate and in compliance with the established policies and procedures.
- Design, implement and monitor robust JIT inventory system to support lease management and procurement.
- Managing and controlling all CIAA external suppliers and leases with particular emphasis on the contractual agreement.
- Maintain overall responsibility for leases and procurements, including the preparation and management of business case, purchase orders, work orders, letters of agreement, contracts and other procurement documents.
- Ensure best practice with emphasis on value for money is at the heart of the CIAA contract and lease management systems.
- Work with the Entity Procurement Committee to analyse, assess and evaluate contract proposals to ensure the most favorable terms and conditions and consistency with legal and ethical requirements.
- Verify receipt of items by comparing items received to items ordered; resolve shipping errors with suppliers.

- Responsible for the placement of orders with suppliers, including orders for capital equipment, services or other items needed by CIAA.
- Monitor suppliers' performance, ensure service level agreements (SLAs) and key performance indicators (KPIs) are met, and drive improvement.
- To act as key point of contact with insurers, managing claims administration and contract renewal.
- To oversee the booking, maintenance, usage and replacement of vehicles and disposal and replacement of CIAA physical assets.
- To keep utilities contracts under review, recording usage and advising on best value for money.
- In consultation with the Department manager and stores and inventory personnel, ensure that appropriate materials and equipment are available to ensure the successful implementation of the maintenance plan.
- Prepare tender documents ranging from expressions of interest, request for proposals, receive bids and prepares synopses for internal departments.
- Revise and implement procurement policies and procedures to reflect best practices.
- Develop and enhancement of CIAA purchasing database.
- Review purchase orders and contracts for conformance to CIAA policy.
- Prepare purchase orders by verifying specifications and price; obtaining recommendation from suppliers for substitute items and obtaining approval from requisitioning department.
- Verify and request payments for purchases in accordance with contracts and CIAA procedures.
- Maintain auditable documents accessible in an appropriate filing system.
- Review and summarise each contract award and create schedules for reporting and/or
- Other deliverable due dates or unique award requirements that must be adhered to (e.g. source origin restrictions, travel restrictions, etc.)
- Disseminate award summaries and provide regular follow-up with assigned.
- Technical and financial staff to monitor compliance, including coordinating Kick-off meetings with relevant staff on new agreements.
- Create and present training to assigned technical and financial staff on issues of award-specific compliance matters and general interpretation of Regulations.
- To keep abreast of new legislation, government policy, best practice and relevant external factors relevant to procurement, lease management and contracting.
- To actively involve end users in contract and procurement management.

- To establish and develop strong working relationships with customers and vendors to ensure that the quality of service provision is consistently managed and challenged to meet agreed service level agreements.

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

A bachelor's degree, preferably in Business Administration, management studies with at least five (5) years' post qualification experience in contracts, procurement and lease management with local and overseas entities for a comparable organisation. Certification in leases, purchasing and contract management.

Legal training is desirable but not mandatory,

#### **PREFERRED SKILLS**

- Managerial Experience in managing line level employees and supervisors.
- Strong Customer Service skills.
- Willingness to work flexible hours.
- Ability to create, implement and maintain processes.
- Willingness to hold people accountable.
- Proven budgeting and project management skills.
- Ability to use initiative and work with minimum supervision.
- Proven ability to pre-plan critical actions, carry out actions in an efficient and timely manner
- Proven track record of controlling and reducing external expenditure whilst developing a robust supplier base.
- Able to bring a new dimension to procurement, lease management and contracting activities.
- Strong analytical, negotiating and decision making skills.
- Ability to maintain a high level of confidentiality.
- Track record of following instructions, being a team player, ability to deal with multiple tasks, flexibility and getting critical tasks completed on time.
- Must be able to handle multiple tasks and projects and prioritise based on departmental functionality.
- Proven appreciation of customer service expectations and cost demands of business.
- Serve as the point of contact for customers and vendors on contractual matters.
- Maintain contractual records and documentation.
- Ability to take a proactive approach to overcome challenges and achieve results.

- High competency level in the use of Microsoft office (Excel, Power Point, Word as a minimum.)
- Excellent organisational and written and oral communication skills in English.

#### **ASSIGNMENT & PLANNING OF WORK**

The position reports to the CFO. The assignment of duties generally follows established policies, procedures and guidelines and are often dictated by the day-to-day operational requirement of the CIAA

#### **SUPERVISION OF OTHERS**

Procurement consultants

#### **OTHER WORKING RELATIONSHIPS**

- The post-holder is required to coordinate directly and regularly with Leadership team, Departments/Units, and other airport service providers.
- The post-holder is expected to liaise with local and overseas providers of services, facilities and equipment related to the job function.
- The post-holder's responsibilities may also involve interaction with members of the public.

#### **SAFETY RESPONSIBILITIES**

The post holder has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and other duly approved Manuals, Safety Directives, and Safety Advisories.
- To apply system safety measures as required by safety management procedures and instructions.
- To advise the Chief Safety Officer of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety.
- Supporting safety audits as and when they occur.
- Supporting safety investigations as and when they occur.
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

#### **SAFETY TRAINING & EDUCATION**

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

#### **WORKING HOURS**



This is a full time 37.5hours per week position. Job share and part time options may be possible providing all duties can be covered in an agreed arrangement.			
Reviewed & Agreed By Employee::	Click here to enter text.	Date:	Click here to enter a date.
Approved By immediate Supervisor:	Click here to enter text.	Date:	Click here to enter a date.
Seen & Filed in HRIS:		Date/Time:	