

Job Description

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 5	Position Type:	Full-Time
Job Holder:			

Job Purpose

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 for 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:

- advising internal customers on all aspects of procurement, lease management and contract policies and procedures
- managing and undertaking purchasing and contract activities
- review current systems and procedures, making recommendations and implementing changes to deliver continuous improvements

Dimensions

Reporting to the Chief Financial Officer (CFO), the Procurement and Contracts Officer will:

- use initiative and work with minimum supervision
- pre-plan critical actions and carry out actions in an efficient and timely manner
- control and reduce external expenditure whilst developing a robust supplier base
- bring a new dimension to procurement, lease management and contracting activities
- 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, projects and priorities 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, including tracking Review &/or Renewal dates
- take a proactive approach to overcome challenges and achieve results
- demonstrate a high competency level in the use of Microsoft office (Excel, Power Point, 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

- Manage and coordinate all procurement, lease management and contracting activities.
- Ensure files are complete and accurate and in compliance with the established laws, policies and procedures.
- Design, implement and monitor robust JIT inventory system to support lease management and procurement.
- Manage and control all CIAA external suppliers and lessees with particular emphasis on the contractual agreement.
- Maintain overall responsibility for leases and procurements, including assisting, guiding and supporting responsible managers in the preparation and management of business cases, tender documents, use of the e-procurement tool, purchase orders, work orders, letters of agreement, contracts, service level agreements 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 business cases, tender documents and tender submissions culminating in the issuance of a compliant tender evaluation report.
- Work with the Entity Procurement Committee to analyse, assess and evaluate contract proposals to ensure the most favorable terms and conditions and consistency with tender documents, legal and ethical requirements.
- In consultation with the responsible manager, verify receipt of items by comparing items received to items ordered and 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.
- Work with the responsible manager to 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.
- Work with the responsible manager 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.

- Review, assist and advise on the preparation of tender documents ranging from expressions of interest to requests for proposal, reception of bids and preparation of Evaluation Summary and Tender Award Recommendation (ESTAR) reports and/or synopses for internal departments.
- Revise and implement procurement policies and procedures to reflect best practices, in accordance with relevant Cayman Islands laws, CIAA policies, and international best practices.
- Development 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 requests for payment for purchases in accordance with contracts and CIAA procedures
- Maintain auditable documents accessible in an appropriate filing system
- Review and summarize 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, reports to Central Procurement, Public Reporting etc.)
- Lead any requested post-award debriefings with unsuccessful bidders in accordance with the Procurement Regulations 2018.
- 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 levels.
- Other duties which may be necessary to meet the objectives and purpose of the post.

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 with 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 is expected to interact regularly with the Central Procurement Office of the Cayman Islands Government, Public Procurement Committee and the Entity Procurement Committee.
- 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 any 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;
- To identify and report any situation of potential risk or concern affecting system safety to the ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and



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- 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 Conditions

This is a full time 40 hours per week position.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	