Head of Pooled Procurement Services
Human & Social Cluster · Castries, LC

HEAD OF POOLED PROCUREMENT SERVICES

About the OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. Read More...

JOB SUMMARY

Under the general direction of the Head of Human and Social Services, the Head of the Pooled Procurement & Supply Chain Management will lead the development and transition of the OECS Pharmaceutical Procurement unit into a broader entity responsible for driving the effective and efficient pooled procurement of goods and services creating low cost and best value to the Member States. The Head of Pooled Procurement and Supply Chain Management will provide thought leadership and strategic direction on international supply chain management permitting the OECS to benefit from economies of scale. A strong change management and relationship thinker, this role will seek opportunities to develop valuable internal and external partnerships to translate strategy into business results. He/she will develop and lead a high performing team capable of delivering PPS goals, including business performance reporting and administrative services for travel and procurement. The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

KEY DUTIES

The Head of Pooled Procurement Services will:

1. Lead the Commissions transition to Pooled Procurement & Supply Chain Management
2. Contribute to the development and implementation of the Pooled Procurement & Supply Chain Management strategy with a focus on excellence, transparency, risk management and innovation.
3. Provide leadership to the development of innovative and change management;
4. Design and support in the implementation of an organisational structure capable of driving the agreed functional strategy.
5. Drive the assessment, development, and recruitment of talent to support the overall plan.
6. Lead and manage the OECS procurement function including its employees
7. Complete a skills gap assessment and develop a training and development plan to upskill existing resources within the Commission.
8. Undertake capacity building and training at country level
9. Assist in the development and implementation of processes, policy and systems
10. Review and update all Standard Operating Procedures (SOPs) and relevant procedures and documents
11. Identify and develop a mechanism to ensure continuous improvements across the function.
12. Ensure quality assurance mechanisms are developed, implemented and monitored in line with “world-class” standards
13. Plan, manage, and coordinate an integrated procurement and contract management programme.
14. Develop a mechanism for coordination with Member States beyond the Ministries of Health.
15. Ensures that Emergency Supply Chain mechanisms are in place with appropriate cooperation and redundancies with CDEMA, and other regional mechanisms.
16. Ensure that OECS PPS continues to be a self-sustaining mechanism, that can further contribute to the work of the Commission to meet the needs of the Member State.
17. Establishes, monitors and enhances OECS procurement processes, guidelines and contracting standards ensuring compliance with international best practices and provides overall advice and guidance on procurement matters;
18. Provide recommendations and oversight for the acquisition and roll-out of new software and technology
19. Represents the OECS in internal and external fora as needed
20. Perform any other duties as may be required by the Head of Human and Social Division

EXPERIENCE AND KNOWLEDGE

- Advanced degree or professional qualification in Procurement, Business Management, supply chain management Finance, or related field.
- Procurement certification desirable
- Minimum 15 years of relevant experience in procurement or supply chain management in a multilateral organization in a multicultural setting.
- Minimum 10 years in leadership or senior management position
- Proven experience working with complex high-value projects at a senior managerial level.
- Experience of Multi-country pooled procurement is an asset
- Experience working in the OECS, CARICOM or other SIDS is an asset
- Knowledge and experience in applying organizational performance improvement is an asset.
- Demonstrated ability to work comfortably with Microsoft Office software, specifically Word, Excel, and PowerPoint.
- Experience with ERP or procurement/supply chain management software.
- Demonstrated ability to work effectively both independently and as a team member.
- Proficiency in using database applications with the ability to focus on delivering high-quality client services.
- Excellent organisational and communication skills.
• Strong written and verbal English language skills.
• Strong interpersonal skills.

COMPETENCIES
• Drive with Purpose and Vision
• Create an Environment of Trust
• Build Effective Teams
• Ensure Accountability
• Demonstrate Decision Quality
• Communicate Effectively

TERMS OF APPOINTMENT

Job Location

The OECS Commission, Castries, St. Lucia. The role of Head, Pooled Procurement is open to nationals of OECS Member States.

Benefits

The position is on a fixed-term basis subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts other allowances. The incumbent will be eligible for membership in the Organisation’s non-contributory Group Health and Life Insurance Scheme. Reasonable relocation expenses will be reimbursed where applicable.

Deadline extension for applications: 25 September 2020

Only applications under consideration will be acknowledged.

All applicants must apply using OECS HR Portal