

# CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



## VACANCY NOTICE

### PROCUREMENT SPECIALIST

Deadline for submission of applications is May 14, 2019 at 11:59 p.m. AST

The Caribbean Institute for Meteorology and Hydrology (CIMH) is seeking to recruit a Procurement Specialist. The successful candidate will be based at CIMH's office located in Husbands, St. James, Barbados.

#### THE CIMH

The Caribbean Institute for Meteorology and Hydrology (CIMH) is an Institution of the Caribbean Community (CARICOM) and the technical Organ of the Caribbean Meteorological Organization (CMO). The CIMH is managed by a Board of Governors comprised of representatives from the sixteen (16) CMO Member States<sup>1</sup>.

The mandate of the CIMH is to assist in improving and developing the Meteorological and Hydrological Services, as well as, providing awareness of the benefits of Meteorology, Hydrology and Climatology for the economic well-being of the Member States. This is achieved through training, research, investigations, and the provision of related specialized services and advice.

The CIMH in 1973 established an affiliation with the University of the West Indies (UWI), Cave Hill, in which its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Science and Technology. The CIMH is recognized regionally and globally as:

- The World Meteorological Organization (WMO) Regional Climate Centre for the Caribbean;
- The World Meteorological Organization (WMO) Regional Training Centre for the Caribbean;
- The WMO Regional Instrument Centre for the Caribbean;
- A WMO Centre of Excellence for Training in Satellite Meteorology;
- The WMO Regional Climate Centre for the Caribbean;
- The Caribbean Centre for Climate and Environmental Simulations;
- The Climate Data Archive for CMO Member States;
- The Pan American Centre for the WMO Sand and Dust Storm Warning Advisory and Assessment System (SDS-WAS).

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<sup>1</sup> These include: Anguilla, Antigua and Barbuda, Barbados, Belize, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, and The Turks and Caicos Islands.

## **THE ROLE**

The Procurement Specialist will report to the Principal through the Senior Administrative Officer of the CIMH. In addition, the Procurement Specialist will work closely with CIMH's programme and project management officers to support programme and project design and implementation. The Procurement Specialist is accountable for providing procurement services to ensure that CIMH's internal operations and external business are conducted in line with and in observance of global best standards and practices of procurement.

The Procurement Specialist is expected to:

- Develop, articulate and implement the CIMH procurement and contract services strategies and policies;
- Leverage the CIMH's procurement capabilities and collaborate with Section Heads to further leverage collective procurement volumes and best practices;
- Develop and implements support tactics, processes and resources to create significant improvement in acquisition and life-cycle cost of goods and services while minimizing non-value-added efforts;
- Negotiate and contract with suppliers and vendors to provide the CIMH with the most economical and expeditious method of securing materials, good and services.

## **KEY RESPONSIBILITIES**

1. Provides long and short-term strategic vision, planning and objectives for CIMH's procurement and contract management activities;
2. Develops, implements and maintains policies, procedures and practices in compliance with established CIMH guidelines as well as CIMH donor partners' fiduciary requirements, in an effort to coordinate centralized procurement services for the organization;
3. Establishes, cultivates and maintains effective partnerships with key vendors based on evaluation, review and assessment of the suppliers' competitiveness of cost, effectiveness, supply base consolidation, capability and performance for all key commodities CIMH utilizes;
4. Develops, implements and reviews metrics in an effort to measure the effectiveness of procurement policies and procedures;
5. Analyses established metrics and data regarding performance of suppliers on cost, quality and service level;
6. Directs the bidding, negotiation and awarding of service contracts. Facilitates the preparation of high-profile bids and Request for Proposals (RFPs);
7. Develop specifications, terms and conditions, source vendors and conducts reference reviews prior to awarding contracts;
8. Manages the bidding and negotiation of aspects of the CIMH procurement as it regards computers, hardware, software, cell phones and data plans;
9. Works effectively with Management to develop the procurement vision and strategy for CIMH;
10. Investigates qualitative and quantitative discrepancies between goods ordered and good received;

11. Prepares and accurately processes purchase orders;
12. Generates monthly procurement reports, identifies and investigates unusual items and reports accordingly.

### **QUALIFICATIONS AND EXPERIENCE**

1. Minimum of a Bachelor's Degree in Procurement/Procurement Management, Business Administration, Accounting or Finance;
2. Certification in Procurement Management (CPM) or Master's Degree in Procurement Management would be an asset;
3. At least five years' working experience in procurement management in either the public or private sector;
4. Experience managing multi-million dollar procurement budgets and procurement guidelines and procedures of international development donors;
5. Work experience in one or more Caribbean countries is desirable.

### **COMPETENCIES**

1. Strong analytical, quantitative and problem-solving skills;
2. Excellent negotiations skills;
3. Strong written and verbal communication skills;
4. Proven high ethical values and standards;
5. Knowledge of accounting and procurement systems and processing activities;
6. Ability to work effectively with others as a team member or team leader;
7. Experience acting as a driver of change in an organisation;
8. Understanding of task alignment with strategic priorities and goals;

### **REQUIREMENTS**

1. An application letter accompanied with a Curriculum Vitae should be sent to:

The Principal  
Caribbean Institute for Meteorology and Hydrology  
Husbands  
St. James BB 23006  
BARBADOS  
Tel: 246 425 1362/65 E-mail: [hrdept@cimh.edu.bb](mailto:hrdept@cimh.edu.bb)

2. Letters from two professional references should be addressed directly to the Principal and received on or before the closing date of applications;
3. Preference will be given to nationals of CMO Member States;
4. Applicants will be required to produce evidence of any educational and professional qualifications to support their application if selected for an interview;
5. All appointments are subject to satisfactory background checks and references.

**NB:** Only satisfactory applications will be acknowledged.

**TERMS OF EMPLOYMENT**

This is a full-time position with the successful candidate being contracted for two years. Based on performance and the availability of funds, the contract may be extended. Medical insurance is included in the benefits package.