



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
OAU DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



Job Title: Director, Transport and Procurement
Job Grade: 12
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Clerk of Parliament
Supervises: (No supervisory role)

JOB DESCRIPTION

The Director of Transportation and Procurement is responsible for the operation of Parliament transportation network.

The Director of Transport and Procurement is responsible to provide direction and management oversight for overall operation of department to include driver training, and vehicle maintenance. Assure the smooth running of the transport department and supervise Drivers. This job is suitable for a qualified person who has a rich experience in the field of transportation.

The Director of Transport and Procurement is responsible in directing purchasing agents and buyers throughout the process of evaluating suppliers, conducting interviews with vendors, negotiating supplier agreements and managing supplier and vendor contracts.

The Director constantly monitor what Parliament purchases, delivers and spends to determine if goods are defective or not meeting performance demands.

The Director is responsible to ensure that all procurement of goods and services is done within the procurement guidelines as provided in the Act.

MAIN DUTIES

- Typically reports to top management. Manages a departmental sub-function within a broader departmental function. Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure.
- Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function.
- Install and maintain the Vehicle Management System (VMS); ensure that data is input regularly and that required reports are produced.
- Develops a procurement plan



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- Coordinate with all department managers to determine transport requirements and schedule transport to meet them.
- Prepares invitations to bid and of bidding documents.
- Ensure the appropriate use, maintenance and repair of all light vehicles and trucks (private or leased), motorcycles and generators.
- Evaluates bid ,including the management of necessary technical evaluation committees and advisers to properly evaluate the bids
- Assist with assessments of local transportation resources and infrastructure, and the contracting of transportation assets.
- Administers the implementation and monitoring of contracts.
- Ensure sufficient supply of fuel and oil.
- Ensure the quality of the procured goods, works on services
- Coordinate the movement of vehicles and other transportation assets.
- Manage fuel requests, fuel stocks (fuel farm or supplier agreements) and spare parts inventories;
- Produce monthly fuel and vehicle use reports, “work orders,” etc.
- Hire, train and supervise drivers.

JOB SPECIFICATION/REQUIREMENTS

I. Educational/Professional Qualification

- Bachelor’s Degree in Procurement, Transportation, Supply Chain or related field
Master’s Degree preferred.

II. Experience

- Minimum 5 years’ experience in Public Sector transport and procurement, Supply Chain experience with significant exposure to transportation and procurement/sourcing strategy development and implementation.
- Strong communication and interpersonal skills.
- Experience in leading teams and Procurement or Supply Chain operations.
- Excellent financial/analytical skills and demonstrate organizational skills.
- Must possess a strong sense of urgency and accountability with ability to thrive in fast-paced hands-on environment.

III. Others

- Proficient in MS office Outlook and Access applications.



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COMPETENCIES

I. Technical

- Be impartial to assure fair competitive access to public procurement by bidders;
- Act in the public interest and in accordance with the procurement act and procedures
- Avoid conflict of interest in carrying out his/her duties and immediately disclose any conflict of interest and excuse him/her from any involvement in the matter.
- Keep confidential the information that comes into his or her possession relating to procurement proceedings and to bids, including bidders' proprietary information;

II. Personality

- Demonstrates integrity and fairness in dealings with others; is reliable and trustworthy.
- Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available.

KEY DELIVERABLES

- Transparent and timely process
- Cost effective procurement
- Value for money