Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Contracts/Procurement Manager (MRICS)

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Contracts Manager will manage all procurement, contracts, commercial and financial aspects relating to major capital projects, ensuring that all processes followed by CREAD are consistent and compliant with best practice, and the requirements of the Government of the Commonwealth of Dominica and the development partners who are providing financial support for climate resilience projects.

RESPONSIBILITIES:

- Prepares detailed procurement plan in line with the directives of proposed and approved annual work plans and budgets;
- Prepares bidding documents, bills of quantities and scope of work documents in accordance with CREAD, GoCD and development partner requirements;
- Prepares and publishes bidding announcements following approval by the CEO;
- Receives, opens, screens, logs and date stamps all bid responses/quotations, as required and organizes bids for review;
Participates in the tender evaluation committee works, including drafting the tender selection/evaluation forms, announcing tender results, and preparing the procurement provisions that will be included in the contracts;

Reviews works in progress to ensure compliance with established procurement provisions, and reports on any observed discrepancies;

Organizes and maintains records containing vendor and bid information;

Provides advice on alternative procurement routes;

Develops a standard set of contract forms applicable to CREAD operations based on international standards such as FIDIC/JCT etc

Leads the process for ensuring designs are managed within budget, value engineering, cost benefit analysis;

Manages a data base of relevant cost benchmarking data;

Manages all contractual matters, claims, variations, payments and final accounts.

QUALIFICATIONS:

- Bachelor’s Degree in Quantity Surveying or Contracts Management, or a relevant field, a Master’s Degree would be an asset;
- Experience of managing a portfolio of projects in excess of US$150 million;
- Membership of the Royal Institute of Chartered Surveyors (MRICS) or similar;
- A minimum of 15 years’ overall experience with 5 years’ experience in the implementation of procurement procedures and Contract/Commercial Management with regional or international organizations;
- Understanding of and familiarity with the Caribbean construction market;
- Knowledge or familiarity with Public Service Procurement procedures;
- Demonstrated ability to establish and maintain effective working relationships with a wide range of stakeholders;
- Sound judgment and the ability to work with minimal direction;
- Self-motivated, with the ability to work under pressure;
- Very strong communication skills;
- Fluency in English;
- Creative and pragmatic approach to problem solving;
- Well-organized and strong attention to details.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.
Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

Good Citizenship
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment

LOCATION, START DATE AND DURATION OF ASSIGNMENT

The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

EXPRESSION OF INTEREST

Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org