



Applications are invited for the following civilian post of:

Estates and Procurement Officer

Salary range: CI\$48,816 – CI\$65,664 per annum

The Estates and Procurement Officer will support the Estates and Procurement Manager to ensure that all procurement, services, and maintenance requests are responded to in a timely and efficient manner for the Office of the Commissioner of Police (OCP).

Principal responsibilities will include, but not be limited to:

- I. Provide feedback and propose recommendations in matters of estates and procurement to the Estates and Procurement Manager.
- II. Responsible for upholding the procurement practices of OCP and ensuring procurement guidelines are followed in accordance with the Cayman Islands Procurement Law, 2016.
- III. Assist in identifying areas of cost savings as well as pursuing savings targets through the arrangement of vendor and government contracts, utilizing various procurement methods.
- IV. Provide administrative and operational support to the management, maintenance, and repair of all OCP estates, inclusive of lease properties.

Qualifications, Skills & Experience:

The post-holder **must** possess:

- I. A minimum of a Bachelor's Degree in Business Administration, Public Administration, Project Management or equivalent in the Social Sciences from an accredited University; and
- II. A minimum of three (3) years of experience in estate management and procurement or similar post, **or** an Associate's Degree in Business Administration, Public Administration, Project Management or equivalent in the Social Sciences from an accredited university plus five (5) years relevant experience, **or** mature candidates must possess at least eight (8) years of experience in estate management and procurement or a similar post with relevant experience.

Desired skills and experience include: -

- I. Exercising independent judgment and discretion in handling sensitive and confidential matters, while managing multiple conflicting deadlines and priorities.
- II. Exhibits leadership on a daily basis with the ability to resolve problems and complex situations, and/or conflicts in a constructive and principled manner based on consideration of all critical factors, including short- and long-term impact.
- III. Excellent customer service, communication, and negotiation skills will enable the post-holder to effectively manage relationships with clients and vendors, work with cross-functional teams, and act as a trusted advisor for government agencies in property management matters.
- IV. Highly developed verbal and written skills are demonstrated through the preparation of concise, timely reports, effective group presentations, and strong facilitation skills.
- V. Good understanding of procurement principles in the public sector, including contract law and legislation, procedures and best practices, knowledge of public sector policies, service standards, and business direction.
- VI. Previous local governmental experience will be beneficial.
- VII. Exhibits high levels of personal integrity and professionalism and has consistently demonstrated ethical behaviour.
- VIII. Proficiency in the Microsoft Suite.
- IX. Acts consistently in a manner presenting tact and diplomacy in a political environment.

Benefits will be determined in accordance with the Public Service Management Law (2018 Revision) and Personnel Regulations (2019 Revision), Personnel (Amendment) Regulations, 2020, the Public Service Pensions Act (2021 Revision), and the CINICO Health Plan as may be amended from time to time. Pension and health benefits are fully contributed by the government.

Human Resources Unit
Royal Cayman Islands Police Service
P.O. Box 909 Grand Cayman, KY1-1103
CAYMAN ISLANDS

Preference will be given to suitably qualified Caymanians.

For additional details and to apply, please visit www.careers.gov.ky

Deadline for receipt of applications: **15th April, 2022**