



Job Description

Job title	<i>Senior Procurement Officer I – Contract Specialist</i>	Job Holder	<i>Upgrade Existing Post</i>
Reports to	<i>Procurement Manager</i>	Section	<i>Procurement Department</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 136-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

This position plays a key role in the proper functioning of the HSA’s Tendering, Procurement and Contract process for services, goods, capital equipment or other expenditure.

Job purpose

To coordinate the Health Services Authority’s Tendering, Procurement and Contract process for goods, services, capital equipment or other expenditure.

Dimensions

The Contracts Specialist is the senior member of the Procurements team and works collaboratively with Cost Centre Managers and Purchasing Committee in the development of request for proposals and contractual agreements for services, goods, capital equipment or other expenditure requiring approval through the Purchasing Committee to ensure compliance with applicable laws and policies.

Duties and responsibilities

Procurement & Tender Management

- Lead end-to-end tender processes, from development to award and contract close-out
- Coordinate preparation and submission of RFPs and tender documents
- Ensure all procurement activities comply with HSA policies and relevant legislation

- Analyze bids for compliance, value, and consistency with requirements
- Prepare evaluation reports and recommendations for approval

Contract Management

- Develop, negotiate, and manage contracts and service agreements
- Review contract terms to ensure value for money and legal compliance
- Monitor contract performance, renewals, and obligations
- Maintain accurate and up-to-date contract records and database
- Identify and resolve contractual issues and risks

Stakeholder Engagement

- Liaise with internal departments, committees, and external vendors
- Support Cost Centre Managers in identifying procurement needs
- Act as a point of contact for procurement-related queries
- Collaborate with governance bodies such as the Purchasing Committee

Compliance & Reporting

- Ensure adherence to procurement laws (e.g., Procurement Law, PFML, HSA Law)
- Respond to FOI requests related to procurement and contracts
- Prepare monthly status and performance reports as required by CPO and HSA
- Update contract awards notification to vendors by the due date
- Ensure all awards are duly published online as required by legislation
- Monitor contract expenditures against budget allocations

Team Leadership

- Supervise and review work of Procurement Officers
- Provide guidance on procurement processes and contract management
- Support training and development of procurement staff

Process Improvement

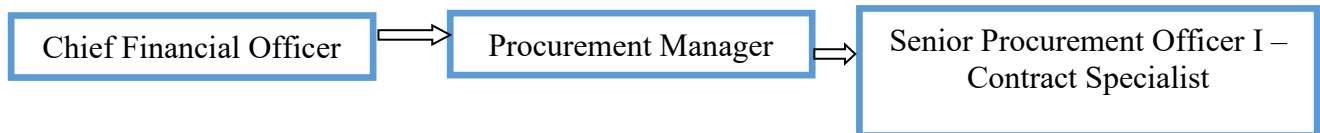
- Identify opportunities for cost savings and procurement efficiency
- Review non-contracted purchases for standardization opportunities
- Assist in updating procurement policies, procedures, and training materials

Qualifications, Experience & Skills Requirement

The post-holder should:

- Bachelor's degree in Business Management or related field with 3 years post qualification experience or 10 years direct procurement experience at a senior level.
- Certificate in paralegal studies is a requirement for the position
- Knowledge of public procurement contracting and tendering principles. Experience in contract drafting, negotiation, and management
- Understanding of regulatory and compliance framework
- Proven ability to analyze information quickly, problem solve, think strategically, position and formulate appropriate recommendations
- Proven ability to express ideas orally or in writing in individual or group situations.
- Strong interpersonal, presentation, communication, conflict resolution and relationship management skills to engage others, build consensus and resolve issues
- Able to manage a high volume of work in a fast-paced environment with multiple priorities and deadlines
- Proficient computer skills with advanced skills on MS Office applications including Excel
- Ability to prepare comprehensive reports.

Reporting Relationship



Direct reports



The Contracts Specialist is a key member of the Procurement Team with responsibility for the initiation and completion of Request for Proposals and contractual arrangements for goods and services entered into by and on behalf of the Health Services Authority in a manner that enables the organization to conduct its business effectively and in accordance with established laws, regulations, policies and procedures and good business practices.

Duties include coordinating the RFP development, contract initiation and renewal processes for business arrangements to ensure maximum value for money for the HSA.

Other Working Relationships

- Purchasing Committee
- Central Tenders Committee
- Chief Operating Officer
- Fixed Assets Officer
- Senior Managers
- Section Manager
- Materials Management
- Compliance Team

- Decision Support Manager
- Health and Safety Officer

Decision Making Authority and Controls

Under the direction of the Financial Controller and/or Chief Financial Officer, the post-holder shall have the authorization to make decisions regarding HSA's Tendering, Procurement and Contract process for services, goods, capital equipment or other expenditure.

Working conditions

This is an office working environment with minimal travel requirements. It is not uncommon for the post holder to work long hours, often up to 50 or 60 per week. The post holder is also required to work after office hours or on weekend to complete most needed projects.

Physical requirements

The position requires to attend various meetings throughout the day and be able to complete reports needed by the Procurement Committee, Chief Executive Officer and Board in a timely fashion.

Problem/Key Features

Overall, the Contracts Specialist challenge is to produce measurable positive results, often under extreme pressure, while balancing messages for multiple audiences. The ability to quickly understand and convey complex concepts for diverse audiences is vital, as is the need to practice workflow efficiency.

Because of the interaction with key Government agencies and industry persons, a high degree of professionalism in the post holder's comportment is expected.

The position requires the post-holder to effectively manage stress in a high paced environment, and work effectively with the Procurement Officer Contract Services.

The position may also require periodic work outside of normal business hours to complete assigned tasks and meet agreed deliverables. The requirements of the position are time sensitive and requires excellent planning and time management skills.

Evaluation Metrics

- Accurate and timely delivery of the required procurement reports needed by the Procurement Committee, CEO and the Board within agreed timeframes.
- Effective contract lifecycle management and renewals
 - 100% of contracts tracked in the contract management system
 - $\geq 95\%$ of contracts renewed or re-tendered before expiry

- Zero lapses in critical service contracts
- Achievement of value for money in procurement activities
 - 5-10% demonstrated cost savings or cost avoidance annually
 - % of spend under negotiated or contracted terms
 - Reduction in non-contracted or maverick spend
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- Compliance with procurement policies and regulations
 - 100% compliance with Procurement Law, PFML, and HSA policies
 - Zero major audit findings related to procurement activities
 - % of procurement files fully compliant with documentation standards
- Procurement Efficiency & Timeliness
 - ≥ 90% of procurement processes completed within agreed timelines
 - Reduction in average procurement cycle time year-over-year
 - % of RFPs issued without delays due to documentation errors
 - 100% vendor evaluation on renewals
- Stakeholder Satisfaction
 - ≥ 85% satisfaction rating from internal stakeholders (via survey/feedback)
 - Timely response to stakeholder queries (within 2–3 business days)
 - Reduction in procurement-related escalations
- Reporting & Accuracy
 - 100% on-time submission of procurement reports
 - Minimal errors in evaluation reports and documentation
 - Quality and completeness of board/committee submissions
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Approved by:	<i>CFO</i>
Date approved:	<i>26-Mar-26</i>
Reviewed:	
Next Review	
Employee Signature/Date:	
Manager Signature/Date:	