

THE EXECUTIVE AGENCIES ACT

(CAP.245)

ORDER

(Made under section 3)

THE EXECUTIVE AGENCY (GOVERNMENT PROCUREMENT SERVICES AGENCY ESTABLISHMENT) (AMENDMENT) ORDER, 2012

1. This Order may be cited as the Executive Agencies (Government Procurement Services Agency Establishment) (amendment) Order, 2012 and shall be read as one with the Executive Agencies (Government Procurement Services Agency) establishment Order, 2007 hereinafter referred to as the “Principal Order”

*Citation
G.G No.
235 of 2007*

2. The Principal Order is amended by deleting the phrase of “infrastructural development” appearing at the end of paragraph 2 and substituting for them the phrase “responsible for public procurement”.

*Amendment
of paragraph
3*

3. The Principal Order is amended in the Schedule to the Order, by:-

*Amendment
of Schedule*

(a) Adding the phrase “Currently GPSA operates under the Ministry of finance and this is in accordance with the Ministers (Discharge of Ministerial Functions) Notice, 2010. GN 494/2010, where all the functions of public procurement are now vested in the Ministry of Finance “immediately after the word “Development” appearing in paragraph 2.1;

(b) Inserting the words “ and services” between the words “ supplies” and “at” appearing in paragraph 2.1 (1);

(c) Deleting the phrase “Minister for infrastructure development” where ever they appear in the schedule and substituting for them the phrase “Minister responsible for public procurement”

(d) Deleting the paragraph 2.3 and substituting for it with the following new paragraph.

“2.3 Organization structure:

At the time of launching, the Chief Executive shall be assisted by three (3) directors and four (4) Heads of Units who will be supported by Managers. The chief Executive, Directors of Divisions, Managers of Sections and Heads of Units constitute the Management Team of the Agency.

The number of members constituting the Management Team and functions and responsibilities vested in their respective offices may be reviewed periodically depending on the business needs of the Agency.

The functions of Divisions, Sections and Units within the Agency shall be as follows:-

2.3.1 BUSINESS SUPPORT SERVICES DIVISION:

(a) The general functions of the division shall be to:

- (i) To Advise the Chief Executive on financial management, human resource and information communication technology matters.
- (ii) To provide strategic inputs and services on Administration and Human Resources Management Section, and includes recruitment, Human resources development and training, promotion, retention, motivation, performance management and staff welfare;
- (iii) To provide advice on organizational efficiency of the agency and business process improvement;
- (iv) To provide technical advice on finance and accounts, information communication technology, estate management and marketing and sales; and
- (v) To promote Agency's programs and activities.

(b) The Division shall be headed by the Director of Business Support Services and shall be clustered into five (5) sections as follows:-

- (i) Finance and Accounts Section,
- (ii) Administration and Human Resources Management Section;
- (iii) Information and Communication Technology Section;
- (iv) Marketing and Sales Section; and
- (v) Estates Management Section.

2.3.1.1 Finance and Accounts Section

The finance and accounts Section shall be under the immediate management of the Chief accountant, and shall undertake the following activities:-

- (a) Maintain accounts and implement various accounting directives;
- (b) Prepare various financial reports as per financial regulations;
- (c) Maintain accounting documents, vouchers and complete register for batches;
- (d) Authorize payments, sign and endorse cheques;

- (e) Manage all Agency's bank accounts;
- (f) Prepare monthly debtors and creditors schedules;
- (g) Verify and check authenticity of invoices and bills.
- (h) Prepare payments of salaries;
- (i) Ensure proper payroll management;
- (j) Prepare and effect all authorized payments;
- (k) Prepare pension claims and maintenance of records pensioners; and
- (l) Collect and manage revenue according to guidelines.

2.3.1.2 Administration and Human Resources Management Section

This section shall be under the immediate management of the Administration and Human Resources Manager and shall undertake the following activities:-

- (a) Provide office cleanliness, ground maintenance, messengerial services, office security and safety services;
- (b) Provide office furnishing and retooling services;
- (c) Provide registry services;
- (d) Advise the management team on disciplinary matters;
- (e) Advise the management team on recruitment, confirmation of employees and staff development scheme;
- (f) Guide and coordinate preparation of Personal emolument estimates;
- (g) Prepare terminal/leave benefits;
- (h) Maintain and update staff records;
- (i) Be focal point for gender, HIV/AIDS and Anti Corruption issues;
- (j) Ensure that human resources practices comply with policies, Public service rules and regulation and standards of services of employees;
- (k) Conduct periodic surveys to determine the prospective manpower demand and supply situations;
- (l) Develop basic human resources statistics
- (m) Translate and facilitate implementation of schemes of services;
- (n) Coordinate Workers' Council meetings;
- (o) Facilitate and coordinate implementation of OPRAS in conformity with Public Service employment and Management policy and Public Service act of 2004;
- (p) Advise the Management team on all matters pertaining to public relations;

- (q) Coordinate and promote employee relations and social welfare including health, occupational safety, funeral and sports culture; welfare including health, safety, funeral and sports culture;
- (r) Coordinate the outsourcing of security services, transport and general utilities.
- (s) Coordinate the implementation and review of client's service charter,
- (t) Coordinate press briefings for the Agency; and
- (u) Handle complaints and feedback received from the public and prepare reports.

2.3.1.3 Information and Communication Technology Section

This section shall be under the immediate management of the information and Communication technology Manager and shall undertake the following activities:

- (a) Facilitate availability of internet services;
- (b) Administer computer system and update software;
- (c) Design and implement backup and recovery system
- (d) Installation, configuration and activation of new technology and communication services;
- (e) Initiate hardware and software procurement needs and maintenance;
- (f) Advise on proper security of equipment and data by ensuring that equipment and systems are well secured;
- (g) Maintain and update website and implement various web application programs;
- (h) Coordinate development and maintenance of the Agency central Database;
- (i) Facilitate the design of new systems, configure software packages according to user requirements, provide ongoing system enhancement and modification services;
- (j) Design, develop and maintain database products according to user-specified needs;
- (k) Provide advice on physical sites for computer system installations in order to provide a secure and safe environment, cabling systems and, where relevant, network connections as well as setting up and maintaining the network infrastructure and required performance levels;
- (l) Provide user support services and provide training services to new and ongoing users;
- (m) Undertake studies and propose areas of using IT as an instrument to improve service delivery in the Agency; and
- (n) Facilitate e-Government and e-Business operation for the Agency.

2.3.1.4 Estates Management Section

This Section shall be under the immediate management of the Estate Manager and shall undertake the following activities;

- (a) Manage Agency's estates;
- (b) Supervise construction and repair works of Agency buildings;
- (c) Prepare preliminary engineering drawings of Agency structures, civil and mechanical works.
- (d) Conduct research on proper utilization of Agency's Assets and
- (e) Prepare engineering estimates bill of quantities and budget for minor civil works.

2.3.1.5 Marketing and Sales Section

This section shall be under the immediate management of the marketing and sales Manager and shall undertake the following activities:

- (a) Develop and implement marketing and sales strategies and plans to promote business of the Agency;
- (b) Identify and analyse customer requirements and advise the Management on proper course of action;
- (c) Produce and disseminate documents such as brochures, articles, newsletters etc to inform the Public on the activities and the services offered by the Agency;
- (d) Analyse marketing trends and advise the Management on proper course of action;
- (e) Prepare sales forecasts and advise the Management on proper course of action; and
- (f) Prepare periodic reports on marketing and sales.

2.3.2 OPERATIONS DIVISION

(a) The general functions of the Division shall be to:-

- (i) Manage the warehousing, inventory, clearing and forwarding operations;
- (ii) Develop and implement an efficient and effective fleet management system;
- (iii) Develop, monitor, evaluate implementation of proper and economical usage of storage and warehousing facilities; and
- (iv) Prepare, monitor and evaluate the implementation of safety and security programmes.

(b) The division shall be headed by the director of Operation and shall be clustered into two (2) sections as follows:

- (i) Warehousing and Inventory Management Section; and
- (ii) Clearing and Forwarding section.

2.3.2.1 Warehousing and Inventory Management Section

This section shall be under the immediate management of the warehousing and Inventory manager and shall undertake the following activities:-

- (a) Develop, monitor, evaluate and review implementation of proper inventory management systems;
- (b) Store, issue and distribute unallocated stores;
- (c) Carryout inspections and prepare reports;
- (d) Maintain and review stock levels and determine order quantities;
- (e) Maintain and ensure optimal use of handling equipment;
- (f) Review monthly moved balance and determine dormant stocks;
- (g) Plan and implement safety and security programmes; and
- (h) Classify, codify and maintain inventory catalogue.

2.3.2.2 Clearing and Forwarding Section

This section shall be under immediate management of the clearing and forwarding Manager. The Section shall undertake the activities of clearing and forwarding on behalf of the Agency.

2.3.3 PROCUREMENT AND ADVISORY SERVICES DIVISION

- (a) The general functions of the Division shall be to:
 - (i) Provide advisory and consultancy services on public procurement and
 - (ii) Formulate, monitor and evaluate the implementation of Procurement of Common use items through framework contracts.
- (b) The Division shall be headed by the Director of Procurement and Advisory Services and shall be clustered into two (2) sections as follows:
 - (i) Procurement and Framework Contracts Management section; and
 - (ii) Consultancy and Advisory Services Section.

2.3.3.1 Procurement and Framework Contracts Management Section

This Section shall be under the immediate management of the Procurement and Framework Contracts Manager and shall undertake the following activities:

- (a) Arrange for procurement of common use items and services by procuring entities through framework agreements/contracts;

- (b) Monitor and evaluate performance of MDAs and LGAs on the use of framework contracts and prepare reports;
- (c) Advise Procuring Entities on methods and type of contracts for procurement of common used items and services other than Framework Contracts ; and
- (d) Compile and aggregate Procuring Entities requirements of common used items and services.

2.3.3.2 Consultancy and Advisory Services Section

This Section shall be under the immediate management of the Consultancy and Advisory Services Manager and shall undertake the following activities:

- (a) Translate procurement policies and legislations and prepare guidelines to be implemented by the Agency ;
- (b) Carryout consultancy activities;
- (c) Facilitate training on procurement and supplies management; and
- (d) Provide technical advice on public procurement entities on procurement

2.3.4 PROCUREMENT MANAGEMENT UNIT

- (a) The general functions of the Unit shall be to:
 - (i) Manage all procurement and disposal by tender activities of procuring entity except adjudication and the award of contract;
 - (ii) Prepare and coordinate the Agency's Annual Procurement plan and related budget;
 - (iii) Support the functioning of the Tender Board;
 - (iv) Implement the decisions of the Tender Board;
 - (v) Liaise directly with the Authority on matters within its jurisdiction
 - (vi) Check and prepare statements of requirements;
 - (vii) Act as a secretariat to the Tender Board;
 - (viii) Prepare tendering documents;
 - (ix) Prepare contracts documents;
 - (x) Prepare monthly reports for the Tender Board;
 - (xi) Maintain an archive of records of the procurement and disposal process;
 - (xii) Plan the procurement and disposal by tender activities of the Advertisements;
 - (xiii) Recommend procurement and disposal by tender procedures ; and
 - (xiv) Prepare periodical reports.
- (b) The Unit shall be head by the Principal Procurement Officer.

2.3.5 INTERNAL AUDIT UNIT

- (a) The general functions of the Unit shall be to:
 - (i) Audit and report to management team on matters concerning proper control over the receipt, custody and utilization of all financial resources of the Agency.
 - (ii) Audit and report to management team on matters conformity with financial operational procedures and good accounting practice laid down in any legislation or any regulation or instruction issued under such legislation.
 - (iii) Audit and report on the correct classification and allocation of revenue and expenditure accounts
 - (iv) Audit and report on the reliability and integrity of financial and operating data of the Agency so that information provided allows for the preparation of accurate financial statements and other reports for the information of the Agency and the general public as required by legislation.
 - (v) Review and report on the systems in place used to safeguard assets, and as appropriate, the verification of the existence of such assets.
 - (vi) Review and report of operations or programs to ascertain whether results are consistent with established objectives and goals;
 - (vii) Review and report on the adequacy of action by the management in response to internal audit reports, and assisting management in the implementation or recommendations made by those reports and also, where appropriate, recommendations made by the controller and Auditor General.
 - (viii) Review and report on the adequate of controls built into computerized system in place in the Agency;
 - (ix) Prepare Strategic Audit Plans;
 - (x) Coordinate audit programs; and
 - (xi) Conduct performance audit on appraisal of development projects.
- (b) The units shall be headed by the Chief Internal Auditor.

2.3.6 LEGAL SERVICE UNIT

- (a) The General functions of the Unit shall be to:
 - (i) Provide legal advice and assistance to the Agency;
 - (ii) Participate in all negotiations that requires legal expertise;

- (iii) Liaise with the Attorney General in all legal matters in relation to the Agency's operations;
 - (iv) Represent the Agency in court proceedings and tribunals;
 - (v) Review standard contracts and procurement documentation to ensure their legal correctness and completeness;
 - (vi) Compile and Maintain contract registers; and
 - (vii) Represent the Agency in arbitration and conciliation.
- (b) The Unit shall be headed by Principal Legal Counsel.

2.3.7 PLANNING, MONITORING AND EVALUATION UNIT

- (a) The general functions of the Unit shall be to:
- (i) Coordinate formulation and preparation of annual plans, business plans and medium term strategic plans;
 - (ii) Provide technical guidance and support for institutionalization of Strategic Planning and Budgeting process;
 - (iii) Participate in analysis of outsourcing of non-core functions (Private Sector Participation);
 - (iv) Monitor implementation of Annual Plans, Business Plans and Medium Term Strategic Plans;
 - (v) Prepare periodic performance reports;
 - (vi) Collect, study and analyze statistics needed in the formulation and implementation of plans and budgetary proposals;
 - (vii) Participate in preparing plans, programs and budgetary activities of the Agency and establishment of performance targets and indicators;
 - (viii) Provide technical support including institutionalization of M&E process within the Agency;
 - (ix) Undertake research and impact studies of plans, projects and programs undertaken by the Agency;
 - (x) Undertake service delivery surveys to collect stakeholders*/ clients' views on services rendered by the Agency; and
 - (xi) Coordinate mid-year and annual performance reviews.
- (b) The Unit shall be headed by the Head of Planning, Monitoring and Evaluation.

2.3.8 REGIONAL OFFICES

- (a) The functions of Regional Officers shall be to:
- (i) Raise awareness and advise on framework contracts system to MDAs, LGAs and other public service institutions in the region;
 - (ii) Monitor and evaluate performance of MDAs and LGAs on the use of framework contracts in the region and prepare reports;
 - (iii) Aggregate requirements from Procuring Entities in the region and advise;
 - (iv) Provide technical advice on procurement in the region;
 - (v) Implement inventory management systems and prepare periodic reports;
 - (vi) Store and issue unallocated stores;
 - (vii) Implement safety and security programmes and prepare periodic reports;
 - (viii) Provide clearing and forwarding services;
 - (ix) Manage Agency's estates in the Region;
 - (x) Handle administrative, human resources management and financial management in the region;
 - (xi) Implement ICT systems in the region ;
 - (xii) Prepare regional Plans and budget and monitor their implementation; and
 - (xiii) Carryout marketing and sales of Agency's supplies and services in the region and prepare periodical reports.
- (b)The regional offices shall be headed by the Regional Manager

THE APPROVED ORGANISATION STRUCTURE OF GPSA

***(Approved by Minister of State, President's Office-
Public Service Management on 11th March, 2011)***

