



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 151
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8th May, 2019

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Municipal Corporations of Westmoreland, St. James and St. Ann:**

1. **Director 1, Public Procurement (GMG/SEG 1) – (1 post per parish)**, salary range \$1, 502,063 – 1, 785,481 per annum and any allowance (s) attached to the post.
2. **Public Procurement Officer (GMG/AM 3) – (1 post per parish)**, salary range \$1, 125,513 – 1,337,881 per annum and any allowance (s) attached to the post.

1. **Director 1, Public Procurement (GMG/SEG 1)**

Job Purpose

Under the direct supervision of the Chief Executive Officer (CEO), the Director 1, Public Procurement, has the responsibility for ensuring that goods and services required by the Corporation are procured and delivered as requested in accordance with the Government of Jamaica's Public Procurement Act 2015 and Regulations.

Key Responsibilities

Management/Administrative:

- Provides advice to the Chief Executive Officer, other Directors and Managers on Procurement Policies and Procedures;
- Participates in the Operational Plan and work programmes;
- Advises the CEO of supplier's reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Corporation at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Corporation;
- Acts as Purchasing Agent on behalf of the Corporation, as well as local funded projects;
- Prepares/reviews policies and procedures for the Corporation;
- Evaluates the performances of the procurement process along with Head of the Division and Committee members.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization's procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance to GOJ's standards and disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the Tendering process;
- Provides advice on Public Procurement matters to officers;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- Reviews and approves Contract Award recommendations within the specified threshold;

- Reviews procedures for the procurement of works, goods and services carried out by the Organization;
- Reviews report for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of Procurement Guidelines and Procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Prepares Budget for the Unit;
- Certifies all invoices, payment orders and follows up for receipt/delivery of goods and/or services;
- Acquires Clearance Letters from National Insurance Scheme and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to Procurement Guidelines of the FAA Act;
- Monitors and maintains contacts in the Commodity Market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity;
- Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists Senior Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the Corporation, inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource:

- Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Divisional/Unit and recommends transfer, promotions, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals;
- Chairs Tender Opening exercises conducted at the organization;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned by the Chief Executive Officer.

Required Knowledge, Skills and Competences

Technical:

- Sound knowledge of the Government's Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management, Budget Preparation, Contract Management and Tender Management
- Proficiency in the relevant computer application software

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics, or any related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
 - Five (5) years related work experience in the procurement of goods and services;
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
 - Five (5) years related work experience in the procurement goods and services;
- OR**
- Diploma in Accounting, Business Administration or any related field;
 - Certificate in Public Procurement: UNDP/CIPS level 3 or IMPRI Level 4;
 - Seven (7) years related work experience in the procurement of goods and services.

2. Public Procurement Officer (GMG/AM 3)**Job Purpose**

The Procurement Officer, under the general supervision of the Director 1, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Corporation. The incumbent will ensure that all procurements are conducted in accordance with the GOJ's Procurement Guidelines and Procedures (Public Procurement Act, 2015).

Key Responsibilities

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender Closing and Opening exercises as Tender Officer;
- Maintains procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Awards Report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required Procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved Budget.
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance within mandated Procurement Procedures;
- Maintains procurement filing systems in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Departments for the procurement of goods.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to Office and medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery times, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica to be zero-rated.

Procurement Reporting:

- Monitors and reports the Procurement Implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings.

Required Knowledge, Skills and Competencies**Technical:**

- Extensive knowledge of Government Procurement Guidelines and Procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Knowledge of Office Management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Core:

- Sound integrity
- Good oral and written communication skills
- Good interpersonal, people management and customer relations skills
- Ability to work in a team
- Ability to use initiative
- Good problem-solving and decision-making skills
- Time Management skills

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years Procurement experience in a similar position.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Friday, 24th May, 2019 to:**

**Secretary
Local Government Services Commission
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**