



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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12th March, 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 **Ministry of Labour and Social Security (MLSS)**:

1. **Director 2, Public Procurement (GMG/SEG 2)**, salary range \$1,852,947 - \$2,202,571 per annum and any allowance(s) attached to the post.
2. **Senior Public Procurement Officer (GMG/SEG 1)**, salary range \$1,444,292 – \$1,716,809 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,082,224 - \$1,286,424 per annum and any allowance(s) attached to the post.
4. **Public Procurement Administrator (GMG/AM 2)**, salary range \$903,316 - \$1,073,758 per annum and any allowance(s) attached to the post.

1. **Director 2, Public Procurement (GMG/SEG 2)**

Job Purpose

Under the direct supervision of the Director, Administration (GMG/SEG 4), the Director, Public Procurement (GMG/SEG 2), has the responsibility to ensure that goods and services required by the Ministry of Labour and Social Security are procured and delivered as requested in accordance with Government of Jamaica's (GOJ's) Public Procurement Act of 2015 and Regulations.

Key Responsibilities

Management/Administrative:

- Provides advice to the Director, Administration, other Directors and Managers on Procurement policies and procedures;
- Participates in the Operational Plan and work programmes of the Unit;
- Advises the Director, Administration of supplier's reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry 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 Administration and Audit (FAA) Act, GoJ Procurement Act of 2015 and Regulations;
- Monitors and maintains an inventory listing of all equipment brought within the Ministry;
- Acts as Purchasing Agent on behalf of the Ministry of Labour and Social Security, as well as local funded projects;
- Prepares/reviews policies and procedures for Parish Offices and Agencies;
- Evaluates the performances of the procurement process along with Director, Administration 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 Ministry of Finance and the Public Service (MOFPS), Integrity Commission and Cabinet;
- Ensures that tender documents are prepared in accordance with GoJ's standards and disseminates 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 meetings and Contract Award Committees;
- 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 goods, services and works carried out by the organization;
- Reviews reports for submission to MOFPS, PPC, Integrity Commission and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of payments and reconciliation of accounts/supplier's statements;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures and 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, Purchase Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Monitors the provision of clearance letter from National Insurance Scheme (NIS) and National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ), for the Ministry of Labour and Social Security 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 Ministry of Labour and Social Security;
- Liaises with programme managers 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 allocation 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 the Public Service for all goods purchased by the Ministry of Labour and Social Security, inclusive of cost and locations supplied;
- Monitors orders and re-orders levels to minimize incidence of extravagance and waste;
- Negotiates contract agreements.

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 Division/Unit and recommends transfer, promotion, 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 that the welfare and developmental 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 organization's goals;

- Chairs tender opening exercises conducted at the Ministry of Labour and Social Security;
- Participates in the evaluation of tenders;
- Performs any other duties as directed by the Director, Administration.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- High level of integrity
- Strong ethical principles
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Technical:

- Sound knowledge of the Government of Jamaica Public Procurement Act of 2015 and Regulations
- Sound knowledge of the FAA Act and Supplies Management
- Knowledge of Project Management, Budget Preparation, Contract Management and Tender Management
- Proficiency in the use of Microsoft Office Suite and other relevant computer application software

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Extensive traveling island-wide;
- Moderate levels of stress.

2. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose

Under the direct supervision of the Director 2, Public Procurement (GMG/SEG 2), the Senior Public Procurement Officer (GMG/SEG 1), manages and plans the systematic execution of procedures for the timely and cost effective procurement of goods, works and services on behalf of the Ministry, in accordance with GoJ Public Procurement Act of 2015. The incumbent also provides comprehensive assistance to Agencies within the Ministry responsible for administering procurement systems and contracts.

Key Responsibilities

Management/Administrative:

- Prepares contracts;
- Co-ordinates public procurement tender closing and opening exercise;

- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares Addenda to tender documents;
- Ensures that all Ministry of Labour and Social Security's contracts are reviewed by the Legal Department;
- Maintains contract register;
- Prepares procurement plans for the Ministry of Labour and Social Security;
- Maintains database with current cost and location of goods, works and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with GoJ Procurement procedures;
- Provides liaison services between the PPC, Ministry of Finance and the Public Service, Office of the Prime Minister (OPM) and the Ministry of Labour and Social Security Representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Sector Committee, Contracts Committee and OPM;
- Keeps track of the procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and the Sector Committee submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintain;
- Assists the Director, Public Procurement to set priorities and formulate procedures;
- Advises the Director, Procurement or Director, Administration and Property Management, on supplier's reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to internal/external customers on the Ministry's Procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods Received or Services Rendered";
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts and Finance Department to ensure that suppliers' invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought, etc.;
- Advises on the reliability and performance of suppliers;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director 2, Public Procurement.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good problem solving and decision making skills
- Good interpersonal skills

Technical:

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's policies, practices and procedures
- Good knowledge of the Procurement guidelines
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field;

- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
 - Three (3) years' experience in a related field;
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
 - Three (3) years' experience in a related field;
- OR**
- Diploma in Business Administration, Accounting or any other related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
 - Five (5) years' experience in a related field.

Special Conditions Associated with the Job

- Will be required to visit suppliers to determine the quality of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

3. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the direct supervision of the Director 2, Public Procurement (GMG/SEG 2), the Public Procurement Officer (GMG/AM 3) will assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with GoJ's Procurement guidelines and procedures (Public Procurement Act, 2015).

Key Responsibilities

Technical/Professional:

- 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 Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances, ensures that they are current 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 (REP) and bidding documents;
- Reviews and evaluates proposals and 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 system in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all Wards and 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 affected 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 and 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 costs of items or services purchased, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the TAJ 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

Core:

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations
- Ability to work in team
- Ability to work on own initiative
- Good people management skills
- Good problem solving and decision making skills
- Good time management skills

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 award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND would be an asset;
- 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.

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the direction of the Director 2, Public Procurement (GMG/SEG 2), the Public Procurement Administrator (GMG/AM 2) is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Procurement Branch;
- Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
- Assists with the preparation of monthly report for submission;
- Maintains records in accordance to the FAA Act, etc.;

- Organizes and maintains filing system;
- Maintains correspondence loggings system;
- Disseminates in a timely manner, all incoming and outgoing correspondence;
- Co-ordinates meetings;
- Arranges Department and Procurement Committee Meetings;
- Disseminates relevant documents for Meetings;
- Records and generates accurate and timely Minutes of meetings;
- Makes travel arrangements for the Ministry of Labour and Social Security's Officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, return to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Assists to expedite movement of Purchase Orders from the Ministry to the suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders and C.O.D. Letters;
- Prepares purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to the TAJ;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D. Letters and Uniform Allowance Letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows-up on C.O.D Letters, ascertains re-preparation of cheques and return the appropriate documents to the Accounts Department when the goods are supplied or services provided;
- Answers the telephone, screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Attends to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected are dispatched by messenger or the post.
- Assists with taking information from shipping agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or contact the persons requesting the information as to how suppliers are to get orders and cheques;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound oral and written communication and interpersonal skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English Language
- High degree of integrity and diplomacy

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year's working experience in the related field.

Special Condition Associated with the Job

- Participation in retreats/meetings outside of normal working hours may be required, from time to time.

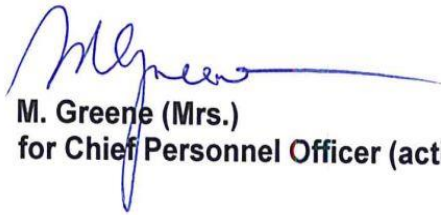
Applications accompanied by résumés should be submitted **no later than Monday, 25th March, 2019 to:**

**Senior Director
Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.gov.jm

Please note that only short listed 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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**