

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 90**  
**OSC Ref. C.6272<sup>12</sup>**

18<sup>th</sup> 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 **Administration and Special Services Division, Office of the Prime Minister (OPM)**:

- 1. Director 2, Public Procurement (GMG/SEG 2)**, salary range \$1,852,947 - \$2,202,571 per 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 and Special Services, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the Office are procured and delivered as requested, in accordance with the Government of Jamaica's (GoJ's) Public Procurement Act, 2015 and Regulations.

**Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Provides advice to the Director, Administration and Special Services and other Directors and Managers, on procurement policies and procedures;
- Advises the Director, Administration and Special Services, of suppliers' reliability/suitability and performance;
- Attends meetings of the 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 and GoJ Procurement Guidelines;
- Evaluates the performances of the procurement process along with the Head of the Division and the Committee Members;
- Act as an eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- 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;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- 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 Procurements Guidelines and Procedures are compliant;
- Certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established Government Regulations.

### **Required knowledge, Skills and Competencies**

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Sound knowledge of the GoJ's Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management and Project Management
- Excellent knowledge of budget preparation, Contract Management and Tender Management
- Proficiency in the 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;
  - 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;
  - Five (5) years related work experience in the procurement of goods and services;
- OR**
- Diploma in Accounting, Business Administration or any related field;
  - Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
  - Seven (7) years related work experience in the procurement of goods and services.

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

### **Job Purpose**

Under the direct supervision of the Director 2, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

### **Key Responsibilities**

***The duties and responsibilities include, but are not limited to the following:***

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Prepares Addenda to Tender Documents;
- Ensures that all organization's contracts are reviewed by the Legal Department;
- Prepares Procurement Plans for the organization;
- Maintains database with current cost and location of goods, works, services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Ensures that Procurement Committee and Organization Sector Committee submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintain;

- Attends meetings of Procurement and Contracts Committee in the absence of the Director 2, Procurement;
- 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;
- Establishes and maintains an inventory listing of equipment bought.

### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- 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 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 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 related field.

### **3. Public Procurement Officer (GMG/AM 3)**

#### **Job Purpose**

Under the general supervision of the Director 2, Public Procurement, the Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. 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**

***The duties and responsibilities include, but are not limited to the following:***

- Prepares Tender Notices and Advertisements;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- 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 and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents;
- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and prepares Request for Proposals (REP) and bidding documents;
- 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;

- 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**

- Excellent oral and written communication skills
- Strong interpersonal, teamwork and co-operation skills
- 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
- Good people management skills
- Ability to take own initiative
- Strong problem solving and decision making skills
- Strong working knowledge of computer applications

#### **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.

#### **4. Public Procurement Administrator (GMG/AM 2)**

##### **Job Purpose**

Under the general supervision of the Director 2, Public Procurement, the Public Procurement Administrator 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**

***The duties and responsibilities include, but are not limited to the following:***

- Co-ordinates reports on behalf of the organization;
- Maintains records in accordance to the FAA Act, etc.;
- Co-ordinates meetings and records and generates accurate and timely Minutes;
- Makes travel arrangements for organization officers;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Prepares purchasing documents for dispatch to suppliers, stamps, records and sends Purchase Order requiring General Consumption Tax (GCT) exemption to the Tax Administration Jamaica (TAJ);
- Attends to the suppliers when they come to collect orders or makes 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;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department.

#### **Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Sound interpersonal skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in Microsoft Excel, Microsoft PowerPoint, Microsoft Word and Report Writing
- 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.

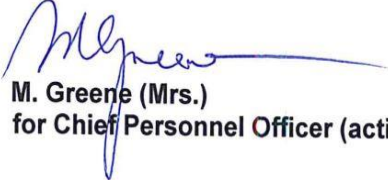
Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> March, 2019 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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)