



CIRCULAR No. 149
OSC Ref. C.5850¹¹

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 **Public Procurement Branch, Corporate Services Division, Ministry of Economic Growth and Job Creation**:

1. **Director 3, Public Procurement (GMG/SEG 3)**, salary range \$2,336,309 – \$2,777,138 per annum and any allowance(s) attached to the post.
2. **Senior Public Procurement Officer (GMG/SEG 1)**, salary range \$1,502,063 – \$1,785,481 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,125,513 – \$1,337,881 per annum and any allowance(s) attached to the post.
4. **Public Procurement Administrator (GMG/AM 2)**, salary range \$939,448 – \$1,116,709 per annum and any allowance(s) attached to the post.
5. **Public Procurement Clerk (PIDG/RIM 1)**, salary range \$600,370 – \$713,651 per annum and any allowance(s) attached to the post

1. **Director 3, Public Procurement (GMG/SEG 3)**

Job Purpose

Under the direct supervision of the Director, Corporate Services, the Director 3, Public Procurement, has the responsibility to ensure that goods and services required by the Ministries/Department/Agencies are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

Management/Administrative:

- Provides advice to the Director, Corporate Services, other Directors and Managers on Procurement policies and procedures;
- Participates in the development of the Operational Plan and work programmes;
- Advises the Director, Corporate 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 Audit Act (FAA) and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Ministry;
- Acts as Purchasing Agent on behalf of the Ministry as well as local funded projects;
- Prepares/reviews policies and procedures for the Ministry;
- Evaluates the performances of the Procurement Process along with the 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 procurement training seminars/workshops for the organization;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GoJ standards, 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 Branch at Procurement and Contract Award Committees and Board meetings;
- Represents the Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings;
- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the 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 the 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 Branch;
- Certifies all invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Acquires Clearance Letters from National Insurance Scheme (NIS) and National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) 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 the 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;
- 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 accordance with established GoJ regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the Ministry 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 Division/Branch and recommends transfer, promotions, terminations 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/Branch 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 Ministry;
- Participates in the evaluation of tenders;
- Performs any other duties assigned as directed by the Corporate Services Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent Leadership and Interpersonal skills
- Good Customer Relations skills
- Excellent Oral and Written Communication skills
- Excellent Problem Solving and Negotiation skills

Technical:

- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management and Project Management
- 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 fields;
 - Certificate in Public Procurement: UNEIP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Seven (7) years related work experience in the procurement of goods and services.

Special Condition Associated with the Job

- Extensive travelling island-wide.

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

Job Purpose

Under the direct supervision of the Director 3, Public Procurement, the Senior Procurement Officer researches information on prices and procures goods and services requested by the various Departments/Divisions.

Key Responsibilities

Management/Administrative:

- Prepares contracts;
- Co-ordinates Public Procurement Tender Closing and Opening exercises;
- Reviews Tender Evaluation reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Ministry contracts are reviewed by the Legal Services Division;
- Maintains Contract Register;
- Prepares Procurement Plans for the Ministry;
- 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 the Finance and Accounts 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, the Ministry of Finance and the Public Service, Office of the Prime Minister and Ministry representatives;
- Reviews all Tender reports for submission to the Procurement Committee, Ministry Sector Committee, Contracts Committee and OPM;

- Keeps track of the Procurement process for 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 Ministry Sector Committee submission requirements are adhered to and that proper documentation in respect of received bids/proposals is maintain;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Procurement or Director, Administration and Property Management on suppliers reliability/suitable 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 supplier's 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;
- Performs any other duties as directed by the Head of the Branch.

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 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 and MIND;
- Three (3) years' experience in related field:
OR
- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and 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 and MIND;
- Five (5) years' experience in 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

The Procurement Officer, under the general supervision of the Director 3, Public Procurement, is to 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 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 the Procurement Branch 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 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 prepares Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting 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 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, 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 Office 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 award
- Excellent 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 Relations skills
- Ability to work in a team
- Ability to take own initiative
- Good People Management skills
- Good Problem Solving and Decision Making skills
- Good 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;
- May be required to work long hours including weekends and public holidays.

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 3, 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

- Co-ordinates reports on behalf of the Ministry by:
 - ✓ Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC
 - ✓ Assisting with the preparation of Monthly Report for submission;
- Maintains records in accordance to the FAA Act, etc., by:
 - ✓ Organizing and maintaining filing system
 - ✓ Maintaining a correspondence loggings system;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinating meetings by;
 - Arranging Department and Procurement Committee Meetings
 - Disseminating relevant documents for meetings;
- Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for Ministry officers;
- Ensures that all travel documents are organized;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled 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, returns 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;

- Ensures that all purchasing documents are organized;
- 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 Tax Administration Jamaica;
- 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 returns the appropriate documents to the Accounts Department when the goods are supplied or the services are provided;
- Answers the telephones, screens calls and directs callers to the appropriate person or use 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 cheques from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs any other duties assigned by the Head of Branch.

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 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

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

5. Public Procurement Clerk (PIDG/RIM 1)

Job Purpose

Under the general supervision of the Director 3, Public Procurement, the Public Procurement Clerk is responsible for providing the necessary assistance in the issuing of Tenders and the pre/post bidding process.

Key Responsibilities

- Disseminates Tender documents;
- Represents the Public Procurement Branch at Tender Closing and Opening exercises as Recording Clerk;
- Seals Tender boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt Register;
- Prepares Purchase Orders.

Required Knowledge, Skills and Competencies

- Sound Interpersonal skills
- Sound Oral and Written Communication 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

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

Special Condition Associated with the Job

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

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st May, 2019 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

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.



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