



OFFICE OF THE SERVICES COMMISSIONS
(Central Government)
30 National Heroes Circle
Kingston 4
Jamaica
Telephone: 922-8600
Fax: 924-9764
E-mail: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 175
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4th July, 2018

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Procurement Officer (GMG/AM 3)** on the **General Establishment** of the **Office of His Excellency the Governor-General and Staff**, salary range \$1,082,224 – \$1,286,424 per annum and any allowance(s) attached to the post.

Job Summary

Under the general supervision of the Deputy Governor-General's Secretary (Corporate Affairs), the Procurement Officer provides support in the procurement of goods, equipment, supplies and services and ensures that all goods and services procured are done in accordance with the Government of Jamaica's Procurement guidelines, policies and procedures.

Key Responsibilities

- Participates in the preparation of the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Department's Programme Managers and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Provides administrative support to the Procurement Committee and provides inputs and data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Assists in managing the Annual Procurement Budget and alerts the DGGS (C/A) as necessary, to avoid overruns or underutilization;
- Maintains proper records of the physical flow of all materials, equipment, supplies and services;
- Administers procurement activities in the Department to ensure transparency, objectivity, economy and efficiency in procurement undertakings;
- Keeps abreast of trends and changes in procurement and makes recommendations for their adoption where necessary to enhance the Department's procurement function;
- Responds to Audit queries in relation to procurement activities;
- Checks purchase requisitions for accuracy and compliance with established policies and procedures;
- Prepares tender/bid documents including Request for Proposal (RFP) and Request for Quotation (RFQ) to effect procurement;
- Reviews tender/bid documents including Request for Proposal (RFQ) and Request for Quotations (RFQ) submitted by Programme Managers, for accuracy and completeness;
- Assists in research and compilation of data, as well as prepares Monthly, Quarterly and Annual Procurement Reports and submits to the relevant authorities (Office of the Contractor General etc.);
- Uploads Withholding Tax Certificate to Tax Administration of Jamaica (TAJ) Portal within one month of receipt of invoices;
- Keeps abreast of the Government Procurement procedures, trends and developments in procurement and recommends their adoption/application, where appropriate, to increase effectiveness and productivity;
- Receives and checks purchase requisitions for accuracy and overall compliance with established policies and procedures;
- Requests quotations from suppliers where required and makes price comparisons for the selection of supplier; administers orders and follows through on delivery of goods and services;
- Makes arrangements as necessary, for the collection of goods from suppliers;

- Liaises with Records/Inventory Officer regarding procurement for replenishing of Office supplies and other goods/stocks;
- Checks and verifies goods delivered and hands over to Records//Inventory Officer or relevant Officer;
- Verifies invoices and submits to Director of Finance for approval of payment;
- Updates computer records and maintains files for purchase requisitions and list of qualified suppliers;
- Assists in sensitizing staff on Government's Procurement guidelines and amendments to policies;
- Performs any other duties assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of the Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent Oral and Written Communication skills
- Tact and ability to get along with others
- Excellent Interpersonal skills
- Good Negotiating skills
- Excellent Time Management skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Business Administration, Public Administration or equivalent;
- Training/Certification in Government procurement policies and procedures;
- Two (2) years' experience in a similar position;
- Training/experience in Inventory Management and/or Accounting would be an asset.

OR

- Associate Degree /Diploma in Business /Office/Administrative Management;
- Training/Certification in Government procurement policies and procedures;
- At least three (3) years' experience in a similar position;
- Training/experience in Inventory Management and/or Accounting would be an asset.

Applications accompanied by résumés should be submitted **no later than Friday, 13th July, 2018 to:**

**Director, Human Resource Management and Administration
King's House
Hope Road
Kingston 6**

Email: humanresources@kingshouse.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



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