



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 44
OSC Ref. C.4858³⁰

5th February, 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/be assigned to the following posts in the **Procurement Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**:

1. **Procurement Officer (GMG/AM 3) – (Vacant)**, salary range \$1,082,224 - \$1,286,424 per annum and any allowance(s) attached to the post.
2. **Administrative Officer (GMG/AM 2) – (Not Vacant)**, salary range \$903,316 - \$1,073,758 per annum and any allowance(s) attached to the post.

1. **Procurement Officer (GMG/AM 3)**

Job Purpose

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Procurement Officer (GMG/AM 3), is responsible for conducting research, checking, verifying and maintaining records of all goods and services procured and delivered to the Divisions/Units.

Key Responsibilities

Technical/Professional:

- Sources suitable and registered suppliers from which to purchase office goods, services and equipment;
- Requests Pro-forma Invoices from reputable suppliers;
- Liaises with internal/external customers to ensure efficiency in the delivery of goods;
- Assists the Finance and Accounts Division with the necessary information as it relates to payments and reconciliation of accounts;
- Contacts suppliers to deliver goods; collects and prepares documents for the signature of the Procurement Manager;
- Collects items and checks to ensure that the precise quality and quantity of goods are received as per the Purchase Order and according to specification;
- Ensures that goods are received;
- Ensures goods procured are of quality and are obtained at the lowest prices;
- Follows-up on payment after goods are received in satisfactory condition and as per Purchase Order;
- Ensures that purchases are made within the Procurement guidelines;
- Investigates suppliers' performance, capabilities and the competitiveness of the prices;
- Prepares and issues Purchase Orders;
- Assists in the process of initiating the clearance of advances regarding the procurement of goods;
- Follows-up on orders until payments are made;
- Inspects goods with officers for whom furniture and equipment are procured.

Required Knowledge, Skills and Competencies

Core:

- Good Oral and Written Communication skills
- Excellent Planning and Organizing skills
- Good Time Management skills
- Good Interpersonal skills
- Ability to work in a team
- Ability to work on own initiative

Functional/Technical:

- Knowledge of the operations of Government/knowledge of the Ministry's policies, practices and procedures
- Good knowledge of the stipulations of the Financial Administration and Audit (FAA) Act
- Good knowledge of the Procurement guidelines
- Proficient in relevant software applications

Minimum Required Qualification and Experience

- Associate/Diploma/Certificate in Public Administration/Management Studies;
 - Sound knowledge in Government Procurement procedures and Financial Regulations;
- or**
- Training in Procurement and Supplies Management;
 - Three (3) years' experience in Procurement;
 - Two (2) years' experience in Administration.

Special Condition Associated with the Job

- May be required to work beyond normal working hours and on weekends and public holidays.

2. Administrative Officer (GMG/AM 2)**Job Purpose**

Under the direction of the Procurement Manager (GMG/SEG 2), the Administrative Officer (GMG/AM 2), will provide secretarial and administrative duties and also administer a range of activities within the Division to lend support to the Procurement Unit.

Key Responsibilities

- Types confidential correspondences and other material;
- Receives, opens, registers and sorts incoming correspondence;
- Checks and directs all correspondence and ensures that all important matters are dealt with;
- Receives and directs visitors;
- Types letters, reports and memoranda;
- Composes and sends faxes as instructed;
- Receives, directs and makes telephone calls and takes messages as required;
- Photocopies documents, collates and files for subsequent use;
- Types Monthly Reports re: purchase of goods and services done by the Procurement Unit for the Ministry's records and submissions to the Ministry of Finance and the Public Service;
- Attends meetings and records and reproduces Minutes;
- Assists in sourcing suitable and registered suppliers;
- Assists with the requisition of quotations from suppliers to obtain goods at the lowest prices;
- Establishes and maintains accurate filing system;
- Schedules and maintains Diary appointments for the Procurement Manager;
- Assists in obtaining requests for quotation from suppliers and follows up until they are delivered;
- Updates the Leave Record for the Unit and prepares Monthly Attendance Report;
- Assists with the acquisition of clearance letter from National Insurance Scheme (NIS) and National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica for the Ministry of Industry, Commerce, Agriculture and Fisheries to be exempted from these taxes.

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

- Excellent Oral and Written Communication skills
- Good Problem Solving and Conflict Management skills
- Good People Management, Interpersonal and Good Customer Relations skills

- Strong Leadership and Management skills
- Ability to work on own initiative

Functional/Technical:

- Proficient in the use of relevant computer applications
- Sound knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government/Ministry's policies, practices and procedures
- Typing proficiency at 45 words per minute

Minimum Required Qualification and Experience

- Diploma/Certificate in Business Administration/Public Administration/Management Studies;
- Diploma/Certificate from a Secretarial College;
- Two (2) years' experience in related field.

Applications accompanied by résumés should be submitted **no later than Monday, 18th February, 2019 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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**