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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 **Post and Telecommunications Department**:

1. **Senior Director, Human Resource Management and Administration (GMG/SEG 5)**, salary range \$3,263,736 - \$3,879,557 per annum and any allowance(s) attached to the post.
2. **Director, Human Resource Management and Development (GMG/SEG 4)**, salary range \$2,777,255 - \$3,301,284 per annum and any allowance(s) attached to the post.
3. **Director, Administration (GMG/SEG 2)**, salary range \$1,852,947 - \$2,202,571 per annum and any allowance(s) attached to the post.
4. **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.
5. **Senior Public Procurement Officer (eProcurement Bid Opening Officer) (GMG/SEG 1)**, salary range is \$1,444,292 - \$1,716,809 per annum and any allowance(s) attached to the post.
6. **Public Procurement Officer (GMG/AM 3) (eProcurement Bid Opening Officer)**, salary range \$1,082,224 - \$1,286,424 per annum and any allowance(s) attached to the post.
7. **Public Procurement Administrator (GMG/AM 2)**, salary range \$903,316 - 1,073,758 per annum and any allowance(s) attached to the post.
8. **Inventory Officer (GMG/AM 2)**, salary range \$903,316 - \$1,073,758 per annum and any allowance(s) attached to the post.

**Western Region:**

9. **Western Regional Coordinator (GMG/SEG 3)**, salary range \$2,246,451 - \$2,670,325 per annum and any allowance(s) attached to the post.
10. **Senior Secretary (OPS/SS 3)**, salary range \$887,418 - \$1,054,861 per annum and any allowance(s) attached to the post.

1. **Senior Director, Human Resource Management and Administration (GMG/SEG 5)**

**Job Purpose**

Under the direct supervision of the Postmaster General, the Senior Director, Human Resource Management and Administration, leads and directs the development and implementation of programmes and strategies in the areas of Human Resource Management, Asset Management, Procurement, Property Management and Documentation Services in accordance with policies, legislations, guidelines and established standards to facilitate quality delivery of postal services island-wide.

**Key Responsibilities**

***Technical/Professional:***

- Provides direction for and oversight of Administration, Asset Management, Procurement, Property Management and Documentation and Information;
- Monitors the implementation of initiatives to ensure conformance with Government of Jamaica's (GoJ's) guidelines and internal policies;

- Provides technical advice to Executive Management, Heads of Division and Postal Branch Managers in relation to functional areas informed by governing legislation, regulations, Government policies and best practices;
- Undertakes initiatives to improve quality of work processes through consultations with stakeholders;
- Ensures that appropriate Service Level Agreements are in place for responsible functional areas as necessary, informed by Division's capacity and best practices in Customer Service standards.

***Administration and Asset Management:***

- Leads in the development and implementation of strategic initiatives to enhance Asset Management based on co-ordination with diverse Stakeholders, including Heads of Division, Ministry of Finance and the Public Service and Auditor General's Department;
- Leads in the development of appropriate systems to ensure maintenance of well-ordered, ergonomically sound and safe office settings;
- Reviews and provides direction for overarching strategies and procedures regarding operations within the various functional areas and evaluates their continued relevance in light of environmental changes;
- Reviews/participates in the implementation of the Disaster Recovery Plan for equipment, information and furniture for the Corporate Office and all office locations island-wide;
- Ensures that the Office/Asset Management functions are undertaken in a manner that enhances the performance of the Department.

***Property Management:***

- Oversees and monitors Lease negotiations with various property owners, ensuring critical property requirements of the Department are taken into account;
- Reviews the development of project plans for implementation of redesigned office layouts and ensures conformity to Government/Departmental policies procedures and guidelines;
- Monitors the implementation of project plans through inter alia, co-ordinating activities of internal and external persons responsible for providing services;
- Manages analysis of Department's space requirements based on emerging needs and structures;
- Analyzes and approves accommodation allocations for all the properties under the Department;
- Contributes to cost saving and energy efficiency strategies to improve the operating efficacy of the Department;
- Ensures the preparation and annual updates of the PTD five (5) years' (Strategic Plan) Building and Maintenance Plan for submission to the Ministry of Science and Technology (MST);
- Oversees the preparation and submission of the Annual Capital and Recurrent budgets including costs for acquisition of property, new construction, embedment of safes and minor building repairs;
- Ensures the proper management of the rental of private premises by the Department; including liaison with the National Land Agency (NLA) in brokering rental agreements;
- Represents the Department in the negotiation brokerage of lease/rental agreements for space available in the Department's Offices island-wide and ensures that the arrangements are managed in keeping with the agreement instruments.

***Procurement Management:***

- Manages the development of the Procurement Plan for the Division based on analysis of resource needs and allocations;
- Reviews Procurement Plan for the Department with collaboration from Heads of Division and the Ministry of Finance and the Public Service;
- Conducts analysis of Procurement practices within the Department to provide advice on projected timelines and efficiency of procedures;
- Leads and reviews the preparation of required reports to the Office of the Contractor General;
- Reviews contracts and tenders for conformance to GoJ guidelines and policies;
- Directs the analysis of market and delivery systems in order to assess present and future resource availability;
- Oversees the preparation of submissions to the National Contract Commission and to Cabinet as required;
- Ensures the implementation of the Procurement policies and procedures, which fosters cost savings and value for money.

**Public Relations:**

- Oversees the efficient communication and ensures that Knowledge Management systems are in place to facilitate the dissemination of accurate and timely information within the Department, to the wider public service and to the media and external stakeholders;
- Ensures provisions of leadership and guidance to all Divisions on Communication and Public Affairs matters, ensuring consistency in approach and message during all communication activities.

**Documentation/Information:**

- Reviews and approves Documentation and Information Procedural manuals and systems;
- Ensures compliance with documentation needs through client research collaboration; assigns resources and updates management of projects;
- Ensures adherence to legal requirements which affect the information of the Organization;
- Reviews the provision of information from Access to Information requests to ensure compliance with legal and regulatory standards;
- Liaises between Heads of Division and external clients to ensure efficient process of providing information based on Access to Information requests;
- Ensures the establishment of systems and procedures to manage the efficient processing, filing and retrieval of the Department's records in all offices island-wide;
- Oversees the provision of information requirements to all internal and external customers of the Department in a timely, responsive and cost-effective manner;
- Ensures that the appropriate facilities and resources to meet the Department's research, record keeping and information retrieval requirements are provided.

**Required Knowledge, Skills and Competencies**

- Integrity and Confidentiality
- Sound knowledge of Risk Management
- Ability to manage external relationship
- Change Management
- Strategic Vision
- Excellent Planning and Organizing skills
- Excellent Problem Solving and Decision Making skills
- Excellent knowledge of Budget preparation

**Minimum Required Qualification and Experience**

- Master's Degree in Public Sector Management/Property and Estate Management or related discipline;
- Formal training in Property Management, Project Management and Records and/or Information Management;
- Five (5) years' experience in a related field with at least three (3) years at the senior management level in the Public or Private sector;

**or**

- Bachelor's Degree in Public Sector Management/Property and Estate Management or related discipline;
- Formal training in Property Management, Project Management and in Records and/or Information Management
- Seven (7) years' experience in a related field with at least three (3) years' at the management level;

**or**

- Any other equivalent combination of qualification and experience.

**2. Director, Human Resource Management and Development (GMG/SEG 4)****Job Purpose**

Under general supervision of the Senior Director, Human Resource Management and Administration, the incumbent is responsible for the overall management and development of Human Resource in the Post and Telecommunications Department, ensuring that capable staff

is attracted, recruited, developed and retained to provide competencies required to support a high performing organization.

### **Key Responsibilities**

- Interprets and guides the implementation of Human Resource (HR) policies and programmes in keeping with established Government guidelines; determines objectives and priorities within programmes and provides co-ordination and integration of HR policy and programme initiatives;
- Leads the development of the HR strategy, ensuring its alignment to the Strategic Objectives of the Department; ensures that HR policies and procedures are documented and effectively communicated to staff;
- Develops the annual HR plan and budget and ensures its alignment to the Strategic Objectives of the Department; ensures that all relevant stakeholders including Senior and Line Managers are actively and sufficiently engaged in the development of the HR plan; reviews the plan periodically to determine its continued relevance and the success of its implementation with consultation from relevant stakeholders;
- Manages the budget for the Human Resource Management and Development (HRMD) Branch in an efficient, effective and economical manner in accordance with relevant legislation and guidelines;
- Conducts periodic cost and productivity analysis and initiates and/or makes recommendations for changes where necessary to achieve established goals;
- Establishes and maintains effective relationships with management to gain confidence and co-operation in the delivery of HR services;
- Leads in the development of a performance based culture within the Department, promotes and facilitates the devolution of pertinent HR functions to line managers;
- Oversees the design, development and implementation of an integrated programme that seeks to address issues and trends identified in the Workforce Plan such as an aging workforce and the establishment of mentorship/coaching programmes to ensure the retention of institutional knowledge;
- Develops and implements a Succession Policy and Plan for the Department to ensure continuity of and to build key and critical competencies including executive leadership in collaboration with line managers and other members of the HRMD Division;
- Develops and oversees the implementation of an effective Recruitment and Selection programme aimed at selecting and retaining competent and productive employees in keeping with established Government guidelines;
- Oversees the development and maintenance of a competency framework for the Department that captures the core and technical competencies of each occupational group required for the achievement of the Strategic Objectives of the Department;
- Develops and maintains a Code of Conduct for the Department in line with the Staff Orders and Public Sector Regulations that captures the desired culture of the Department; ensures compliance to the Code of Conduct;
- Oversees the development and implementation of a Corporate Training/Development Plan to meet the needs of the Department in achieving its goals and objectives;
- Develops, reviews and implements Strategic Plans/Programmes to promote a healthy Industrial Relations environment;
- Oversees the administration of the compensation, benefits and rewards programme ensuring consistency in administration to maintain equity across the Department;
- Oversees the development/review of Employee Relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale; leads the administration of the employees' grievance procedures and assists with employee counselling as necessary;
- Manages the administration of a Staff Welfare programme, ensuring effectiveness and equity;
- Oversees the administration of Industrial Relations strategy that fosters a culture of co-operation, fairness and mutual respect; participates in negotiations and establishes a mechanism that enables effective dialogue between the Department and Trade Unions; collaborates with the Ministry of Finance and the Public Service for wage negotiations on behalf of employees.

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

- Good understanding of the principles of policy development, analysis and evaluation
- Sound knowledge of Risk Management principles
- Thorough understanding of the principles of effective Human Resource Management

- Sound knowledge of Education Regulations, Staff Orders, Public Service Regulations and other relevant Government regulations
- Practical knowledge of the applied use of Information Technology and productivity software, such as Microsoft Office
- Integrity and confidentiality
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations
- Strong Customer Orientation skills
- Ability to prioritize amongst conflicting demands
- Excellent Interpersonal skills
- Ability to motivate and influence others
- Ability to think and act strategically across a range of functions
- Sound Oral and Written Communication skills
- Excellent Critical Thinking, Analytical and Problem Solving skills
- Ability to understand the impact of policy changes on Human Resource Management

### **Minimum Required Qualification and Experience**

- Master's Degree in Human Resource Management, Business, Public Management or equivalent professional qualification;
- Ten (10) years' experience in Human Resource Management at least five (5) years of which should be at a senior management level;
- Any other equivalent combination of qualification and experience.

### **Special Conditions Associated with the Job**

- Will be required to travel on official business, occasionally;
- Must possess a valid Driver's Licence and a reliable motor vehicle.

## **3. Director, Administration (GMG/SEG 2)**

### **Job Purpose**

Under the supervision of the Senior Director, Human Resource Management and Administration, the Director, Administration is responsible for providing technical and supervisory direction to the staff of the Administration Branch, ensuring effective management of all areas of operation, the observation of prescribed systems and procedures in keeping with the Objectives of the Department.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Contributes to the formulation of overarching strategies and procedures regarding Office Management and Records and Information Management in keeping with GoJ principles and regulations;
- Provides leadership and direction to ensure Organizational standards and policies are maintained and followed;
- Provides support to training development on operational areas;
- Reviews and approves procedural manuals and systems for areas of responsibility.

#### ***Office Services:***

- Oversees the management and maintenance of an adequate central store of materials and supplies for the Department and monitors to ensure maintenance of efficient systems for the request and supply of materials and adherence to internal control measures;
- Reviews the Disaster Recovery Plan for equipment, information and furniture for the Department at all its locations;
- Contributes to cost saving and energy efficiency strategies to improve the operating efficacy of the Department;
- Leads in the establishment and maintenance of the Inventory System for the fixed assets; liaises with Board of Survey in the management of the Department's assets as appropriate;
- Contributes to the development of the Department's Citizen Charter and monitors the compliance of standards regarding the portfolio areas;

- Receives, verifies and processes requests for telephone lines and extensions; oversees the installation of lines and monitors to ensure they function properly.

***Information and Records Management:***

- Analyzes and appraises the status of Record Keeping and Documentation in the Department and develops and oversees the implementation of modern, professional and technical standards;
- Leads in the development, establishment and administration of a decentralized Corporate Records and Information Management programme;
- Ensures compliance with documentation needs through client research collaboration, assigns resources accordingly;
- Ensures adherence to legal requirements which affect the management of information and records for the Organization;
- Oversees the development and implementation of the internal Mail Management Systems;
- Ensures that the appropriate systems and procedures are in place to respond to Access to Information requests in accordance with the Access to Information Legislation and policies;
- Ensures the planning and designing of an effective Vital Records Protection and Disaster Recovery programme for the Department;
- Oversees the development and management of an effective Library service for the Department.

**Required Knowledge, Skills and Competencies**

- Integrity
- Confidentiality
- Sound knowledge of Risk Management principles
- Managing External Relationship
- Strategic Vision
- Excellent Planning and Organizational skills
- Excellent Problem Solving and Decision Making skills
- Excellent knowledge of budget preparation
- Adaptability
- Proficiency in Microsoft Office Suite

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Administration/Management Studies/Business Administration or equivalent;
- Four (4) years' work experience, two (2) years of which should be at the management level.

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

**Job Purpose**

Under the direct supervision of the Senior Director, Human Resource Management and Administration, the Director 2, Public Procurement (Procurement Specialist) has the responsibility to ensure that goods and services required by the Post and Telecommunications Department are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act, 2015 and Regulations.

**Key Responsibilities**

***Management/Administrative:***

- Provides advice to the Senior Director, Human Resource Management and Administration, other Directors and Managers on Procurement policies and procedures;
- Participates in the Operational Plan and work programmes;
- Advises the Senior Director, Human Resource Management and Administration of suppliers 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 FAA and GoJ Procurement guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Department;
- Acts as Purchasing Agent on behalf of the Department, 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 Senior Director, Human Resource Management and Administration and Committee members.

**Technical/Professional:**

- Act as Procurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts the organization's procurement training seminars/workshops;
- 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 Unit 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 MFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it is related to preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of Procurements 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 Unit;
- Certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Acquires 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 Post and Telecommunications Department 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 Financial Administration and Audit (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 ensure implementation is effected within the Post and Telecommunications Department;
- 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 the Public Service for all goods purchased by the Post and Telecommunications Department 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 actions, 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, 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/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 organizations goals;
- Chairs tender opening exercises conducted at the Post and Telecommunications Department;
- Participates in the evaluation of tenders;
- Performs any other duties assigned as directed by the Senior Director, Human Resource Management and Administration.

**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
- Knowledge of Project Management, 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 other 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 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;
  - Seven (7) years' related work experience in procurement of goods and services.

**Special Conditions Associated with the Job**

- Extensive travelling island-wide.



## **5. Senior Public Procurement Officer (eProcurement Bid Opening Officer (GMG/SEG 1)**

### **Job Purpose**

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

### **Key Responsibilities**

#### ***Management/administrative:***

- Prepares contracts;
- Co-ordinates Public Procurement tender closing and opening exercise;
- Reviews Tender Evaluation reports;
- Assesses quotations and make recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the Organization;
- Maintains database with current cost and location of goods, works, and services and establish 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, the Ministry of Finance and the Public Service, Office of the Prime Minister and Organization representatives;
- Reviews all Tender reports for submission to the Procurement Committee, Organization 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 Organization 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 customer 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 Division.

### **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 from MIND, with 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, with 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, with 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.

**6. Public Procurement Officer (eProcurement Bid Opening Officer) (GMG/AM 3)****Job Purpose**

The Public Procurement Officer under the general supervision of the Director 2, Public Procurement 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 Government of Jamaica 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 Procurement Unit at tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated 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 ensure that they are current all times and take responsibility for the safe keeping and return or all relevant documents;

**Procurement Process Management:**

- Prepares and reviews technical specifications in collaboration with stakeholders, refines Terms of Reference (ToR) and prepares Request for Proposals (REP) 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 prepares, approves and issues 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 time's ect.) 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;
- Ensure all completed Purchase Orders are taken to the Tax Administration Jamaica (TAJ) 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
- Knowledge of Office Management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications
- Ability to research and evaluate technical proposals and recommend contracts for award

***Core:***

- High level of integrity
- Communication skills
- Good Interpersonal relations
- Ability to work in a team
- Ability to use 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.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Will be required to work long including weekends and public holidays.

**7. 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**

- Co-ordinates reports on behalf of the Department;
- 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 correspondences;
- 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 Organization officers;
- Organizes all purchasing documents;
- 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, 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 hospital 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 General Consumption Tax (GCT) exemption to 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, make 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 telephones, 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 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 Director 2, Public Procurement.

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

- Sound 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 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 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.

## **8. Inventory Officer (GMG/AM 2)**

### **Job Purpose**

Under the direction of the Director, Administration, the Inventory Officer is responsible for the accurate maintenance of the Department's Inventory Management System, ensuring that all items procured are recorded and accounted for. The Officer is required to execute inventory control measures to minimize stock holding and maximize stock efficiency and paperwork accuracy.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Develops the Department's Inventory Management strategy with the aim of controlling costs within budgetary limits, generating savings and rationalizing;
- Maintains the Department's inventory system;
- Manages and controls perpetual inventory stock counting/inventory accuracy checks at Central Sorting Office (CSO) and all outstations to ensure Government's assets are tagged and accounted for;
- Keeps overall records of all Government assets received, issued and outstanding balance by recording quantity ordered, unit cost, total cost of quantity ordered along with the invoice and delivery number issued;
- Updates record of items returned from Divisions/out stations and ensures they are well organized and controlled to sufficiently support the goals of the Department;
- Issues and updates Annual Inventory record of CSO and all out stations to ensure the Department's assets are accounted for;
- Keeps record of inventory transferred to other Divisions and outstations;
- Undertakes stock-taking/stock confirmation in conjunction with designated staff on a regular basis for CSO and all outstations;
- Co-ordinates and manages procedures for the handling (offloading, packaging and unpacking) and movement of items of furniture/equipment in and out of the bulk warehouses;
- Prepares Board of Survey Reports (BOS) for the Ministry of Finance and the Public Service;
- Ensures that BOS items are removed from CSO and outstations to the BOS location and that assets marked for disposal are disposed of according to the National Environmental Planning Agency's (NEPA's) guidelines.

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

#### ***Core:***

- Good Interpersonal skills
- Excellent Time Management skills
- Good Leadership skills
- Good Risk Management skills
- Sound Decision Making and Problem Solving skills
- Good Incident Handling and Analysis skills
- Ability to work in a team
- Networking and Relationship Building skills and ability to function as a team player
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity
- Sets and maintains high performance standards, pays close attention to detail, accuracy and completeness

- Knowledge of Inventory Management and Supplies Management

### **Minimum Required Qualification and Experience**

- Associate Degree/Diploma in Public Administration/Management Studies or equivalent;
  - Two (2) years' experience in Stores Management.
- or**
- Training in Supplies Management;
  - Three (3) years' experience in Store Management;
- or**
- Any other equivalent combination of qualification and experience.

## **9. Western Regional Co-ordinator (GMG/SEG 3)**

### **Job Purpose**

Under the direct supervision of the Director, Regional Division, the Western Regional Co-ordinator provides technical, administrative and management support to the Director, Regional Division, with specific responsibility for the supervision of the Western Region.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Provides leadership and direction within the Western Regions to ensure organizational standards and policies are maintained and followed;
- Ensures that regional programme development and impact reporting are achieved throughout the branch in a timely manner;
- Assists with the development of the Branch's budget;
- Assists with the development, implementation and review of the Post Office Standard Operation Procedural Manual and ensures compliance with stipulated guidelines;
- Participates in on-going quality assurance audits to ensure efficient and effective delivery of Postal and Commercial services;
- Provides guidance to the Eastern Regions staff in the implementation of all Postal and Commercial Service operations;
- Conducts surprise and routine inspections of all postal operations in the Western Regions to ensure compliance to the Financial and Postal regulations;
- Assists with the implementation of strategies to monitor local mail delivery;
- Conducts strategic and regional assessment to review regional development and implementation of system of controls in all areas of the business; ensures alignment and achievement of objectives;
- Formulates and recommends changes to operation, reports and reporting infrastructure to enhance capabilities and efficiency;
- Assists with the reviewing of Performance Reports submitted by Regional Managers and provides feedback, guidance, support and recommendations;
- Receives, processes, investigates and responds to correspondence on postal activities falling under purview;
- Reviews and confirms financial data on Western Regions Post Offices; analyzes and makes recommendations;
- Facilitates and seeks continuous dialogue with business partners to get donations to assist with Annual World Post Day activities and create a network alliance;
- Provides support to training development on operational areas;
- Provides support in the monitoring and assessment of customer satisfaction;
- Provides support in identifying business trends and key performance indicators to support objectives and branch strategies;
- Assists Regional Managers with on the job training for Postmasters;
- Assists with the continuous review of postal delivery officer districts;
- Manages escalated customer queries.

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

- Integrity and Confidentiality
- Risk Management skills
- Ability to manage external relationships

- Change Management
- Strategic Vision
- Good Planning and Organizational Skills
- Good Problem Solving and Decision Making Skills
- Good Knowledge of budget preparation
- Proficiency in Microsoft Office Suite

### **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Public Administration/Management Studies, Business Administration or equivalent;
- Five (5) years' work experience, three (3) years of which should be at the management level.

### **Special Conditions associated with the Job**

- Extensive traveling island-wide;
- High risk environment;
- Exposure to criminal activities with local, regional and international reach.

## **10. Senior Secretary (OPS/SS 3)**

### **Job Purpose**

Under the direct supervision of the Western Regional Coordinator, the Senior Secretary (OPS/SS 3) provides secretarial services for the smooth operation of the Section.

### **Key Responsibilities**

#### ***Technical/ Professional:***

- Reproduces correspondence, Minutes, reports and other documents from dictation or written drafts;
- Processes correspondence;
- Receives, opens, sorts and distributes incoming mail;
- Answers the telephones, relays messages, screens requests for information and refers non-routine calls to the appropriate member of staff;
- Liaises as necessary between the Western Regional Co-ordinator and staff for dissemination of information and instructions;
- Maintains schedules of all appointments and official engagements and issues reminders to ensure fulfilment;
- Sends and receives fax messages as required;
- Establishes and maintains a Records Management System for the Section;
- Ensures that confidential files are maintained and properly secured;
- Provides information from files and records;
- Maintains a record of the movement of files
- Orders and maintains inventory of stationery supplies
- Screens and directs visitors to relevant Officer;
- Request relevant files as required;
- Researches and compiles information as required for various meetings;
- Assists in the co-ordination of meetings;
- Assists in the maintenance of the Attendance Register and prepares reports accordingly;
- Performs any other related duties assigned.

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

- sExcellent Oral and Written Communication skills
- Sound judgment
- Ability to work under pressure
- Excellent Interpersonal skills
- Excellent Time Management and Organizing skills
- Ability to manage competing priorities/stress
- Ability to demonstrate a high level of initiative, confidentiality and integrity

- Knowledgeable of the Ministry's functions, policies and procedures
- Proficiency in the use of relevant computer software including Spreadsheet and other computer applications

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

**OR**

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four to five (4-5) years' general office experience;

**OR**

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience, plus the appropriate Office Professional Training Course at the Management Institute for National Development (MIND).

Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> March, 2019 to:**

**Director  
Human Resource Management and Development  
Post and Telecommunications Department  
6 – 10 South Camp Road  
Central Sorting Office  
Kingston**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.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**