



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 31** **OSC Ref. C. 6276<sup>15</sup>**

**11<sup>th</sup> February, 2026**

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 **vacant post of Public Procurement Administrator (GMG/ AM 2)** in the **Public Procurement Branch, Ministry of Local Government & Community Development**, salary range \$1,711,060 - \$2,301,186 per annum.

#### **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**

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

- Co-ordinates reports on behalf of the Organization: Prepare reports for submission to the Ministry of Finance, 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 maintain filing system. Maintain correspondence loggings system;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates meetings: Arrange Department and Procurement Committee Meetings;
- Disseminates relevant documents for meetings. Record and generate accurate and timely Minutes for meetings;
- Makes travel arrangements for Organization's officers;
- Responsible for organizing 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 the 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, stamp, record and send Purchase Order requiring GCT exemption to GCT Office;
- 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 take them to the relevant Accounts department;
- Follows up on C.O.D. letters, ascertain re-preparation of cheques and return the appropriate documents to the Accounts Department, when the goods are supplied or the services are provided;
- Answers the telephones and screen calls and direct 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 cheque from the Accounts Department for overseas Suppliers and send via courier service to the respective Suppliers or make contact with the persons requesting the information as to the means by which Suppliers are to get orders and cheques;

- Performs other similar and related tasks are required;
- Any other duties assigned by the Head of the Branch.

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

#### **Core:**

- Sound communication and interpersonal skills
- Good organizational 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
- At least (1) year of working experience in the related field

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

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;

Applications accompanied by résumés should be submitted **no later than Wednesday, 25<sup>th</sup> February, 2026 to:**

**Senior Director  
Human Resource Management and Development  
Ministry of Local Government & Community Development  
61 Hagley Park Road  
25 Dominica Drive  
Kingston 10**

**Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)**

**Please note that only shortlisted applicants will be contacted. Persons who previously applied need not apply.**

**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)**