



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 103 **OSC Ref. C.6544⁵**

27th May, 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 be assigned to the post of **Director, Public Procurement (GMG/SEG 2) – (Not Vacant)** in the **Houses of Parliament**, salary: \$4,266,270 per annum.

Job Purpose

Under the general supervision of the Director, Corporate Services, the Director, Public Procurement, has the responsibility of ensuring that goods and services required by the Houses of Parliament, are procured and delivered as requested, in accordance with the Government of Jamaica's (GOJ's) Public Procurement Guidelines.

Key Responsibilities

Management/Administrative:

- Manages, monitors and controls the procurement of goods and services, and ensures that the objectives and basic principles of the Government of Jamaica's Procurement Guidelines and Procedures are complied with;
- Participates in the development of the Operational Plan and Work Programmes;
- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with Divisions and Sections/Branches and provides advice and support, in the preparation of Annual Procurement Plans;
- Provides data in the compilation of the Annual Procurement Budget and Annual Strategic and Operational Plans;
- Prepares the Public Procurement Branch's Budget;
- Monitors the Organization's procurement activities, to ensure conformity to the Procurement Plan;
- Coordinates and conducts procurement compliance reviews;
- Assists the Director, Corporate Services, to set priorities and to formulate procedures;
- Coordinates and conducts the Organization's Procurement Training Seminars/Workshops;
- Coordinates reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General, the Public Procurement Commission and the Cabinet, as required;
- Maintains data file with the Government of Jamaica Procurement Guidelines and Procedures;
- Represents the Houses of Parliament at conferences, workshops and seminars, etc.;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Houses of Parliament;
- Attends meetings of the Procurement Committee.

Technical:

- Reviews all Tender Reports for submission to the Procurement Committee;
- Provides the Finance and Accounts Branch with the necessary assistance and information, as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Ensures that Tender Documents are prepared, in accordance with Government of Jamaica standards, and are disseminated timely and accurately;
- Participates in the evaluation of Tenders;
- Keeps track of the procurement process of each submission, from preparation of Tender Reports to job completion and contract termination;
- Coordinates Public Procurement Tender Closing and Opening exercises;

- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Assesses quotations and makes recommendation for award;
- Develops priority listings for the clients;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed “Goods received in good condition” or “services rendered satisfactorily”, before submission for payment;
- Liaises with the Finance and Accounts Branch to ensure that suppliers’ invoices are paid in a timely manner;
- Prepares contracts, as required;
- Ensures that all the Organization’s contracts are reviewed by the Legal Services Branch;
- Liaises with the Finance and Accounts Branch to ensure compliance with contract conditions for payments and other Procurement Guidelines;
- Ensures that expected monthly expenditure is included in cash flow requests for submission to the Ministry of Finance and the Public Service, within stated timelines;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and that the procurement practices conform to the requirements of the Financial Administration and Audit (FAA) Act and Instructions;
- Informs the relevant offices of any changes made in the Government Procurement Guidelines and Procedures and ensures implementation is effected;
- Acquires Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) and Clearance Letters from relevant Agencies, for the Organization to be exempted from taxes.

Human Resource:

- Monitors and evaluates the performance 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 organisational goals;
- Participates in the recruitment of staff for the Branch, and recommends transfers, 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division’s and Organisation’s goal;
- Performs any other duties as directed by the Director, Corporate Services.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Excellent planning and organising skills
- Excellent leadership and interpersonal skills
- Good negotiating and problem solving skills
- Excellent time management skills
- Ability to work in a team
- Must be able to work under pressure and meet deadlines
- Ability to work on own initiative
- Strategic vision and analytical thinking
- Proficiency in the relevant computer applications
- Knowledge of the Public Procurement Act, 2015 and its Regulations
- Knowledge of Government of Jamaica Procurement Guidelines
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management and Tender Management
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelor’s Degree in Management Studies, Business Administration, Public Administration, Public Sector Management, Economics or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
- Five (5) years’ experience in a similar position;

OR

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;

- Five (5) years' experience in a similar position;
- OR**
- Associate Degree/Diploma in Business Administration, Accounting or any other related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Seven (7) years' experience in a similar position.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 9th June, 2026, to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email clerk@japarliament.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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**