



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 137
OSC Ref. C.6276¹⁴

17th July, 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 act in the post of **Senior Public Procurement Officer (GMG/SEG 1) – (Non Vacant)** in the **Corporate Services Division, Public Procurement Branch, Ministry of Local Government and Community Development, for the period (August 3, 2026, to August 31, 2026)** salary: \$3,501,526 per annum.

Job Purpose

Under the general direction of the Director 3, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Technical/Professional

- Prepares contracts;
- Coordinate public procurement tender closing and opening exercises;
- Review tender evaluation reports;
- Assess quotations and make recommendation for award;
- Prepare addenda to tender documents;
- Ensure that all Organization contracts are reviewed by the Legal Department;
- Maintain contract register;
- Prepare Procurement Plans for the Organization;
- Maintain database with current cost and location of goods, works, and services and establish links with ones in other government agencies;
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaise with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintain data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and Organization representatives;
- Review all tender reports for submission to the Procurement Committee, Sector Committee, Contracts Committee and OPM;
- Keep 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;
- Ensure that Procurement Committee and 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 & Property Management of 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 clients;
- 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 & 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.

Management/Administrative:

- Contributes to the development of the Branch's Strategic and Operational Plan and Budget ensuring clear evaluation frameworks are set to measure the impact;
- Develops Individual Work Plans based on alignment to the Branch's Plan;
- Prepares reports and project documents as required;
- Maintains customer service principles, standards and measurements.
- Participates in meetings, seminars, workshops and conferences as required.

Human Resource:

- Participates in preparation and implementation of presentations on role of the Branch for the Orientation/Onboarding programme;
- Contributes and maintains a harmonious working environment;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal 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: 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 and MIND
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions.
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications, accompanied by Résumés, should be submitted **no later than Wednesday, 29th July, 2026, to:**

Senior Director
Human Resource Management and Development
Ministry of Local Government and Community Development
61Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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