



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 187 **OSC Ref. C.6222¹⁴**

28th September, 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 Senior Public Procurement Officer (GMG/SEG 1) in the Human Resource Management and Administration Division, Postal Corporation of Jamaica**, salary: \$3,501,526 per annum.

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Administration the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Management/Administrative

- Prepares contracts;
- Coordinates public procurement tender closing and opening exercises;
- 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 Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, 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 maintained;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Procurement or Director, Administration & 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 & 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.

Other Duties and Responsibilities

- Performs any other duties as directed by the Head of the Division;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

Functional/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

- Visit suppliers to determine the quality of goods to be procured.
- May be required to work beyond normal working hours and on weekends.

Applications accompanied by résumés should be submitted **no later than Friday, 9th October, 2026 to:**

**Director, Human Resource Management and Administration
Postal Corporation of Jamaica Limited
6-10 South Camp Road
Kingston CSO**

Email: hrma@jamaicapost.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)**