



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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26th June, 2020

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 Director 2, Public Procurement (GMG/SEG 2) in the Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Administration and Special Services, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the Office are procured and delivered as requested, in accordance with the Government of Jamaica's (GoJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Provides advice to the Director, Administration and Special Services and other Directors and Managers, on procurement policies and procedures;
- Advises the Director, Administration and Special Services, of suppliers' reliability/suitability and performance;
- Attends meetings of the 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 Financial Administration and Audit (FAA) Act and GoJ Procurement Guidelines;
- Evaluates the performances of the procurement process along with the Head of the Division and the Committee Members;
- Act as an eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender Documents are prepared in accordance to GoJ's standards and disseminated timely and accurately;
- Monitors the organization's procurement activities to ensure conformity to the Procurement Plan;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of Procurements Guidelines and Procedures are compliant;
- Certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established Government Regulations.

Required knowledge, Skills and Competencies

- Excellent leadership and interpersonal skills
- Good customer relations skills

- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Sound knowledge of the GoJ's 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 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 the procurement of goods and services;
- OR**
- Diploma in Accounting, Business Administration or any related field;
 - Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Seven (7) years related work experience in the procurement of goods and services.

Applications accompanied by résumés should be submitted **no later than Thursday, 9th July, 2020 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted and that previous candidates for the position should not re-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.


**Merle I. Tam (Mrs.)
for Chief Personnel Officer**