

CIRCULAR NO. 12/2020
File No. 310/04 ^{III}

9th June, 2020

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant posts in the **Manchester Municipal Corporation**:

1. **Director 2, Public Procurement (GMG/SEG 2)**, salary range \$2,023,418 – 2,405,208 per annum and any allowance (s) attached to the post.
2. **Public Procurement Officer (GMG/AM 3)**, salary range \$ 1,181,789 – 1,404,775 per annum and any allowance (s) attached to the post.
3. **Senior Public Procurement Officer (GMG/SEG 1)**, salary range \$ 1,577,167 – 1,874,755 per annum and any allowance (s) attached to the post.
4. **Junior Internal Auditor (FMG/AS 1)**, salary range \$1,341,866 – 1,789,576 per annum and any allowance(s) attached to the post
5. **Public Procurement Administrator (GMG/AM 2)**, salary range \$ 986,421 – 1,172,544 per annum and any allowance (s) attached to the post.

1. **Director 2, Public Procurement (GMG/SEG 2)**

Job Purpose

Under the direct supervision of the Chief Executive Officer, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the Corporation are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Outputs

- Goods and Services procured and delivered
- Reports prepared
- Staff needs identified and addressed
- Procurement Policy updated
- Quotations Reported and obtained
- Procurement requests acknowledged and verified
- Staff evaluated and appraised
- Policies reviewed and recommendations made
- Guidance/Advice provided
- Information disseminated

Key Responsibilities

Management/Administrative Responsibilities

- Providing advice to the Chief Executive Officer, other Directors and Managers on procurement policies and procedures.
- Participating in the operational plan and work programmes
- Advising the Chief Executive Officer of supplier's reliability/suitability and performance
- Attending meetings of Procurement Committee
- Representing the Corporation at Conferences, Workshops and Seminars
- Monitoring and ensures that effective and up to date procurement records are maintained.
- Monitoring and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitoring and maintains an inventory listing of all equipment brought within the Ministry
- Acts as purchasing agent on behalf of the entity as well as local funded projects
- Preparing/Reviewing policies and procedures for the entity
- Evaluates the performances of the procurement process along with Head of the Division and Committee members.

Technical/Professional Responsibilities

- Acting as Procurement Coordinator and Lead Evaluator
- Coordinating and conducts procurement compliance reviews
- Coordinating and conducts organization procurement training seminars/workshops.
- Coordinating reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensuring that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately.
- Monitoring the organization's procurement activities to ensure conformity to the Procurement Plan
- Overseeing the contract award process
- Overseeing the tendering process
- Providing advice on public procurement matters to officers
- Representing Unit at Procurement and Contract Award Committees and Board meetings
- Representing Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Reviewing and approve contract award recommendations within the specified threshold
- Reviewing procedure for the procurement of works, goods and Services carried out by the Organization.
- Reviewing report for submission to MFP, PPC, OCG and Cabinet
- Providing the Finance and Accounts Division with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts
- Managing, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurement guidelines and procedures and complied with.
- Procuring goods and services on a competitive basis without compromising quality and ensures proper storage.
- Monitoring the issuing of purchase orders and follows up for receipt/delivery of goods and/or services
- Preparing Budget for the Unit
- Certifying all invoices, payment orders and follows up for receipt/delivery of goods and/or services
- Acquiring clearance letters from National Insurance Scheme and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the organization to be exempted from these taxes.
- Ensuring that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act.
- Monitoring and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner.
- Informing the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity.
- Liaising with representatives of funding agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to.
- Assisting Senior Directors in developing guidelines for establishing priorities in the allocations of resources.
- Liaising with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with establishes Government Regulations.
- Preparing and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Monitoring orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities

- Monitoring and evaluates the performances of direct reports, prepares performance appraisals and /or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participating in the recruitment of staff for the Divisional/Unit and recommends transfer, promotions, terminations and leave in accordance with established human resource policies and procedures.
- Providing leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensuring the welfare and development needs of skill in the Division/Unit are clearly identified and addressed.
- Establishing and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.
- Chairs tender opening exercises conducted at the organization
- Participating in the evaluation of tenders.

- Any other duties assigned as directed by the Chief Executive Officer.

Performance Standards

- Goods and Services procured in accordance with Government of Jamaica FAA Act and Procurement Guidelines.
- Comprehensive and accurate reports prepared and submitted within the agreed timeframe
- Accurate information disseminated
- Continuous guidance and advice provided as requested
- Procurement Policy updated and implemented within the agreed timeframe
- Quotation requested are authentic and meets the requirement of the Procurement Guideline
- Procurement of goods in a cost-effective manner is maintained
- Staff needs are clearly identified and addressed in a timely manner
- Staff performance meets or exceed set targets

Required Competences

Technical Competences

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

Core Competences

- Excellent leadership and interpersonal Skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Special Condition associated with Job

- Extensive traveling island wide

Qualification and Experience

- Bachelor's Degree: Management Studies, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
 - Certificate in Public Procurement; UNDP/COPS Level 3 or IMPRI Level 4
 - Five (5) years related work experience in procurement of goods and services
- OR**
- ACCA Level 2
 - Certificate in Public Procurement; UNDP/CIPS Level 3 or INPRI level 4
 - Five (5) years related work experience in procurement goods and services
- OR**
- Diploma in Accounting, Business Administration or any related fields
 - Certificate in Public Procurement: UNDP/CIPS level 3 or IMPRI level 4
 - Seven (7) years related work experience in procurement of goods and services

2. Public Procurement Officer (GMG/AM 3),

Job Purpose:

The Procurement Officer under the general supervision of the Director 1, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Corporation. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015)

Key Output:

- Tender documents prepared and posted
- Bids evaluated
- Requisitions/purchase orders authorized
- Goods and services procured in accordance with procurement policies/guidelines
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

Key Responsibilities

- Preparing tender notices and advertisements
- Preparing RFQ for goods, general services and minor works
- Obtaining quotations/tenders from appropriately qualified suppliers.
- Representing procurement unit at tender closing and opening exercises as tender officer
- Maintaining procurement records in good order to facilitated audit and other reviews
- Preparing Quarterly Contracts Awards report to be submitted to The Contractor General's Office (QCA Report)
- Maintaining a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return or all relevant documents

Procurement Process Management

- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents.
- Reviewing, evaluates and bids received and assisting with the process of engaging consultants and suppliers.
- Preparing and reviews TORs and bidding documents for all required procurement activities.
- Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
- Maintaining procurement filing systems in a systematic manner.
- Receiving compiles and processes purchase requisition forms for all departments for the procurement of goods.

Vendor Management

- Maintaining list of vendors and contractors supplying various items and services.
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed
- Developing and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary.
- Checking invoices to ensure correct price, follow through to ensure that materials orders have been received, examine the condition of materials received and recommend invoices for payment.
- Maintaining procurement records such items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
- Ensuring all completed purchase orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting

- Monitoring and reporting the procurement implementation status and progress as required.
- Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
- Preparing reports of and for procurement meetings.

Performance Standards

- Goods and services procured in accordance with quality requirements and financial guidelines/regulations
- Procurement of goods and services carried out in accordance with Government procurement guidelines.
- Stock level of goods are maintained in accordance with established procedures
- Accurate record keeping'
- Accurate reports are generated and submitted within agreed timeframe
- Bid documents prepared in accordance with specifications
- Tenders opening conducted in accordance with established standard.

Special conditions associated with Job

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

Required Competencies

Technical

- Extensive knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications.

Core

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and decision-making skills
- Time Management Skills

Qualification and Experience

- Diploma in Public Administration/Management Studies/ Accounting or any other related field.
- Three (3) years procurement experience, in a similar position.

3. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose:

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various departments.

Key Outputs

- Prices of goods and services researched
- Suitable and registered supplier sourced
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

Management/Administrative Responsibilities

- Preparing contracts
- Coordinating public procurement tender closing and opening exercise
- Reviewing tender evaluation reports
- Assessing quotations and recommendation for award
- Preparing addenda to tender documents
- Ensuring that all ORGANIZATION contracts are reviewed by the Legal Department
- Maintaining contract register
- Preparing Procurement Plans for the ORGANIZATION
- Maintaining database with current cost and location of goods, works and services and establish links with ones in other government agencies.
- Assisting with negotiations with suppliers/contractors to obtain best prices and value for money
- Liaising with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Maintaining data file with Government of Jamaica Procurement Procedures

- Providing liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and ORGANIZATION representatives
- Reviewing all tender reports for submission to the Procurement Committee, ORGANIZATION Sector Committee, Contracts Committee and Office of the Prime Minister
- Keeping track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination.
- Advising, supports and assists employees on all aspects of the procurement process and procedures
- Ensuring that Procurement Committee and ORGANIZATION Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain
- Advising the Director, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance.
- Attending meetings of Procurement and Contracts Committee in the absence of the Director, Procurement
- Providing guidance to Internal/External customer on the Ministry's procurement policies and procedures
- Developing priority settings for the client
- Ensuring that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order
- Ensuring that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or services rendered"
- Ensuring that procurement practices conform with the relevant Acts
- Liaising with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner.
- Establishing and maintaining an inventory listing of equipment bought etc.
- Advising on the reliability and performance of suppliers.

Key Responsibilities

- Performing any other duties as directed by the head of the Branch
- Attending meetings of Procurement and Contracts Committees in the absence of the Director.

Required 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 Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- 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
- Experience in related field: 5 years

Special conditions associated with Job

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

Authority

- Certifies suppliers' invoices for payment

4. Junior Internal Auditor (FMG/AS 1)

Job Purpose

Provides technical support to the Senior Auditor in performing the full audit cycle to include risk/control management in the execution of performance, review, financial and operational audits in the Municipal Corporation and its portfolio entities

Key Outputs

- Preliminary Reports Drafted
- Financial records retrieved
- Working papers prepared
- Reviews conducted
- Preliminary recommendations reported
- Files maintained

Key Responsibilities

Management and Administrative Responsibilities

- Participating in the audit planning exercise
- Ensuring preparation of audit schedule
- Ensuring that all required tools and equipment for the audit are present for each assignment

Technical/Professional Responsibilities

- Assisting in conducting reviews of assigned organizational and functional activities in accordance with the instructions given by Supervisor and the prescribed audit programme.
- Retrieving and compiles a variety of statistical data from computer files, records, reports or from other sources.
- Participating in audits
- Providing support to Auditor in the preparation of audit observations and issuing of audit reports.
- Preparing and organizing working papers and submits to Supervisor for review
- Clearing any queries on the working papers prepared.
- Maintaining administrative files
- Participating in the conduct of pre and posts-audit as assigned
- Ensuring that all required tools and equipment for the audit are present for each assignment.
- Assisting in verifying the adequacy and accuracy of financial records
- Assisting in examining and appraising financial and accounting practices, systems and procedures.
- Assisting in conducting operational and financial audits.
- Assisting with the preparation of preliminary recommendations and draft of reports.
- Assisting with the preparation of the current files.
- Assisting with monitoring and compliance initiatives identified
- Assisting in audit of the Municipal Corporation's inventory and asset control registers/systems.
- Assisting in conducting investigations.

Others

- Performing other related functions assigned from time by time by the head of the Unit

Performance Standards

- Reviews conducted in accordance with prescribed standards and in a timely manner.
- Records verified using established standards and in a timely manner

- Comprehensive working papers prepared using assigned format and submitted within a specified timeframe.
- Recommendations brought to attention of supervisor via reports
- Preliminary recommendations and draft reports done in a timely manner.
- Confidentiality and Integrity are maintained in the execution of duties.
- High ethical standards displayed in the conduct of profession and personal business.

Required Competences

- Sound knowledge of the principles, procedures and practices of accounting
- Knowledge and experience with accounting software
- Sound knowledge of current auditing principles and techniques
- Working knowledge of the laws and regulations that guide the organization.
- Good time management skills
- Good interpersonal relations and report writing skills
- Demonstrate honesty, integrity and good judgement.
- High level of professionalism
- Ability to pay keen attention to details
- Ability to work as part of a team

Minimum Required Qualification and Experience

- AAT level 3, or
- ACCA-CAT level 3, or
- ACCA level 1 or
- Associate Degree in Accounting, MIND

Special conditions associated with the job

- Normal Working environment
- Exposure to infrastructural project (markets, car parks, buildings, road works)
- Travelling within jurisdiction scheduled and ad hoc
- Exposure to health hazard

5. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 2, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contract, time management, correspondence disposition and resolution.

Performance Standards

- Letters, reports, circulars, minutes and other correspondence are typed in a timely manner as directed.
- Purchase Orders are correctly typed & dispatched
- An up to date filing system.
- Queries of customer/visitors/callers to the unit are received and referred/attended to in a timely manner using effective communication technique.
- Response to routine matters are prepared and dispatched in a timely manner.

Key Responsibilities

1. Coordinating reports on behalf of the ORGANIZATION:
 - Preparing reports for submission to the Ministry of Finance, Office of the Contractor General and PPC.
 - Assisting with the preparation of monthly report for submission
2. Maintaining records in accordance to the FAA Act, etc:
 - Organizing and maintaining filing system
 - Maintaining correspondence logging system
3. Disseminating in a timely manner all incoming and outgoing correspondences
4. Coordinating meetings:
 - Arranging Department and Procurement Committee meetings

- Disseminating relevant documents for meetings
- Recording and generating accurate and timely minutes for meetings
- 6. Making travel arrangements for ORGANIZATION officers
- 7. Responsible for organizing all purchasing documents.
- 8. Ensuring that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the purchase orders.
- 9. Ensuring all necessary information for the processing of Purchase Requisitions and Travel Requisitions are affixed. If necessary, return to originating department of Purchase Requisition for authorized signature or other information required.
- 10. Assisting with compiling data to prepare Purchase Orders.
- 11. Ensuring that all Purchase Orders are typed.
- 12. Assisting to expedite movement of purchase orders from the hospital to the Suppliers.
- 13. Communicating with all levels of staff regarding the movement of Requisitions and Purchase Orders
- 14. Assisting users with preparing Purchase Requisitions correctly.
- 15. Maintaining Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters.
- 16. Preparing Purchasing document for dispatch to suppliers, stamp, record and send Purchase Order requiring GCT exemption to GCT office.
- 17. Ensuring that copies of Purchase Requisitions are dispatched to the correct Department.
- 18. Assisting Suppliers to locate invoices that have been submitted for payment.
- 19. Preparing C.O.D letters and uniform allowance letters, make records in the required books and take them to the relevant Accounts department.
- 20. Follow 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 he services are provided.
- 21. Answering the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible.
- 22. Attending 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.
- 23. Assisting with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker.
- 24. Receiving cheque from the Accounts Department for overseas suppliers and send via courier services 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.
- 25. Performing other similar and related tasks are required.
- 26. Any other duties assigned by the Head of the Branch.

Required Competences

- Sound communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be 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

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;

Minimum Required Qualification and Experience


- Diploma in Business Administration/Management Studies/Accounting or any other related field
- At least 1 year (s) of working experience in the related field

Applications accompanied by resumes should be submitted **no later than 3rd July, 2020** to:

**Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

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 Municipal Corporations and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine