



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 144**  
**OSC Ref. C.5849<sup>11</sup>**

29<sup>th</sup> 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 3, Public Procurement (Procurement Specialist) (GMG/SEG 3)** in the **Corporate Services Division, Ministry of Justice (MOJ)**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Senior Director, Corporate Services, the Director 3, Public Procurement (Procurement Specialist) (GMG/SEG 3), has the responsibility to ensure that goods and services required by the Ministry are procured and delivered as requested, in accordance with the Government of Jamaica's (GoJ's) Public Procurement Act, 2015 and Regulations.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Provides advice to the Senior Director, Corporate Services, other Directors and Managers, on Procurement policies and procedures;
- Participates in the development of the Operational Plan and work programmes;
- Advises the Senior Director, Corporate 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 Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Ministry;
- Acts as Purchasing Agent on behalf of the Ministry, as well as local funded projects;
- Prepares/reviews policies and procedures for the Parish Offices and Agencies;
- Evaluates the performances of the procurement process along with the Senior Director, Corporate Services and Committee Members.

#### ***Technical/Professional:***

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender Documents are prepared in accordance to GoJ standards and are disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to officers;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the 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 the Procurement guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;

- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Prepares Budget for the Unit;
- Certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Acquires Clearance Letters from National Insurance Scheme (NIS) and National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the Organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement Guidelines of the FAA Act;
- Monitors 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;
- Informs the relevant Offices of changes in the Government Procurement guidelines and procedures and ensures implementation is effected within the Ministry;
- Liaises 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;
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established GoJ Regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the Ministry inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

***Human Resource:***

- Monitors and evaluates the performances 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 organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes 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 Ministry;
- Participates in the evaluation of Tenders;
- Performs any other duties as directed by the Senior Director, Corporate Services.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent problem-solving and negotiation skills
- Sound integrity
- Ability to work in teams
- Ability to use initiative
- Excellent people management skills
- Excellent time management skills

***Technical:***

- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies and Project Management
- Knowledge of Budget Preparation, Contract 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.

### **Special Condition Associated with the Job**

- Extensive travelling island-wide.


Applications accompanied by résumés should be submitted **no later than Friday, 10<sup>th</sup> July, 2020 to:**

**Permanent Secretary  
Ministry of Justice  
61 Constant Spring Road  
Kingston**

Email: [careers@moj.gov.jm](mailto:careers@moj.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.**

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