



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 147**

**OSC Ref. C.4858<sup>35</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 (GMG/SEG 3) in the Corporate Services - Procurement Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, 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 Principal Director, Corporate Services, the Director 3, Public Procurement (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 Principal Director, Corporate Services, other Directors and Managers on Procurement Policies and Procedures;
- Leads the development of the Unit Operational Plan and work programme for the Procurement Branch;
- Advises the Directors/Heads of Division of suppliers reliability/suitability and performance;
- Attends meetings of Procurement/Contracts Committees;
- Represents the Ministry at conferences, workshops and seminars;
- Monitors and ensures that effective and up to date procurement records are maintained across the wider Ministry;
- Develops and monitors a system to ensure that all assets procured are accounted for within the Ministry;
- Ensures that the preparation and submission of relevant reports;
- Monitors and reports on Procurement Key Performance Indicators.

#### ***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 Ministry of Finance and the Public Service (MOFPS), Office of the Contractor General (OCG), Public Procurement Committee (PPC) and Cabinet;
- Prepares/reviews Procurement Policies and Procedures for the Ministry's Head Office, Parish Offices and Agencies;
- Monitors and ensures that Procurement practices conforms to the Financial Administration and Audit (FAA) Act, the Public Procurement Act and Government Procurement Procedures/Guidelines;
- Ensures that Tender Documents are prepared in accordance to GoJ standards, disseminated timely and accurately;
- Acts as Purchasing Agent on behalf of the Ministry, as well as local funded projects;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Evaluates the performance of the procurement process along with Directors, Heads of Divisions and Procurement Committee Members;
- Oversees the Contract Award process;
- Oversees the Tending process;
- Provides advice on Public Procurement matters to senior officials;
- Represents the Unit at Procurement and Contract Award Committees and Board meetings;
- Represents the Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- 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;
- 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 Procurements 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;
- Ensures that a Budget is prepared for the Unit;
- Certifies all Invoices, Payments 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 conforms to Procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the Commodity Market to keep abreast of price movements, technological improvements 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 Senior Directors/Heads of Division in developing guidelines for establishing priorities in the allocation of resources;
- Liaises with custom brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Monitors order and re-order 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 (HR) 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 Organization's goals;
- Chairs Tender Opening exercises conducted at the Ministry;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned by the Principal Director, Corporate Services as directed.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage external relationships

***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
- Knowledge of 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 Conditions Associated with the Job**

- Extensive travelling island-wide;
- May be required to work on weekends;
- Stressful environment with long hours of work.

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

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6**

Email: [hrm@micaf.gov.jm](mailto:hrm@micaf.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**