



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 203 **OSC Ref. C. 6612/S5⁶**

21st August, 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, Public Procurement (Level 8)** in the **Tax Administration Jamaica**, salary range \$4,869,700 - \$5,989,117 per annum and any allowance(s) attached to the post.

Job Purpose

The Director - Public Procurement has the responsibility to ensure that goods and services required by Tax Administration Jamaica (TAJ) are procured and delivered as requested, in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations. He/She should also ensure that the procurement process is fair, impartial and is guided by the Financial Administration Audit (FAA) Act.

Key Responsibilities

Managerial and Administrative

- Provides leadership, support and guidance to all staff to ensure the Unit is effectively managed;
- Provides advice to the Deputy Commissioner General, Management Services Division on procurement policies and procedures;
- Guides the development of the Operational and Work Plans with the supporting Budget for the Unit, ensuring that all the relevant activities to be undertaken and required resources are considered and that expenditures are made within the budgetary allocations;
- Plans, coordinates and directs all the activities of the functional area;
- Establishes and enforces standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws and policies;
- Maintains effective working relations with external and internal stakeholders, ensuring that the Unit provides a consistently high level of service.

Technical and Professional

- Acts as eProcurement Coordinator and Lead Evaluator;
- Reviews and coordinates the development of TAJ's Procurement Plan;
- Monitors the organization's procurement activities to ensure conformity to the Procurement Plan;
- Manages and prepares the Procurement Budget;
- Coordinates and conducts procurement compliance reviews;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and /or services;
- Monitors all requests for Procurement of Goods and Services (RPGS);
- Manages and monitors outstanding Purchase Orders;
- Ensures that tender documents are prepared in accordance to GOJ standards; Reviews all tender reports for submission to the Procurement Committee, Sector Committee and Cabinet Office ;
- Oversees the tendering process;
- Coordinates reports for submission to the Ministry of Finance and Public Service (MOFP), Office of the Contractor General (OCG), Public Procurement Commission (PPC) and Cabinet;
- Oversees and coordinates the contract award process;
- Provides advice on public procurement matters to officers;

- Coordinates and conducts organization procurement training seminars/workshops;
- Represents Unit at Procurement and Contract Award Committees and Board meetings;
- Represents TAJ at Public Procurement Sector Committee, Public Procurement 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 TAJ;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Branch with the necessary assistance and information for payments and reconciliation of accounts;
- Certifies all Invoices and authorizes Purchase Orders prior to submitting to the Finance and Accounts Branch;
- Ensures 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 and the FAA Act;
- Prepares cash flow monthly and submit to the Finance & Accounts Branch;
- 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 ensure implementation is effected within the Authority;
- 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;
- Liaises with Customs Brokers to ensure that imported goods are cleared from Wharves and Airports in time and in accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the Authority inclusive of cost and locations supplied;
- Performs any other related duties assigned as directed by the Deputy Commissioner General, Management Services Division.

Human Resource Responsibilities

- Monitors and evaluates the performances of direct reports, prepares performance appraisals and recommends and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations 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 skill 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 Units and organization's goals.

Required Knowledge, Skills and Competencies

Specific Knowledge

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

Required Skills and Specialized Techniques:

- Excellent leadership and interpersonal skills;
- Excellent organizing and planning skills;
- Ability to demonstrate high level of integrity and confidentiality;
- Good customer relations skills;
- Excellent oral and written communication skills;
- Excellent problem solving and negotiation skills.

Minimum Required Qualification and Experience

- MSc. 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 procurement of goods and services.

OR

- ACCA Level 3;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
- Five (5) years related work experience in procurement of goods and services field.

Special Conditions Associated with the Job

- Normal office environment;
- Required to meet numerous deadlines;
- May be required to work beyond normal working hours;
- Travel (15% – 20%).

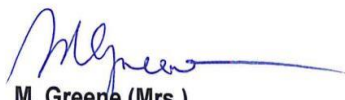
Applications accompanied by résumés should be submitted **no later than Thursday, 3rd September, 2020 to:**

**The Recruitment Officer
Tax Administration Jamaica
Donald Sangster Building
(5th Floor), 116 East Street
Kingston 4**

E-mail: sara.hr.recruit@taj.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)