



## 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. 196**

**OSC Ref. C. 4858<sup>36</sup>**

12<sup>th</sup> 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 be assigned to the post of **Public Procurement Administrator (GMG/AM 2) – not vacant** in the **Public Procurement Branch, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA)**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general supervision of the Director 3 – Public Procurement (GMG/SEG 3), the Procurement Administrator (GMG/AM 2) is responsible for providing complete secretarial and administrative support to the Procurement Unit. This includes first point of contact, time management, correspondence disposition and resolution.

### **Key Responsibilities**

- Coordinates reports on behalf of the Organization;
- Prepares reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC;
- Assists with the preparation of monthly report for submission;
- Maintains records in accordance to the FAA Act, etc.;
- Organizes and maintains Filing System;
- Maintains correspondence logging system;
- Disseminates all incoming and outgoing correspondence;
- Coordinates meetings and arranges Department and Procurement Committee meetings;
- Disseminates relevant documents for meetings;
- Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Organizes purchasing of documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system prior to preparation of purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, return to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares purchasing documents for dispatch to suppliers, stamps, records and send Purchase Order requiring GCT exemption to GCT Office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepare C.O.D letters and uniform allowance letters, make records in the required books and take them to the relevant Accounts Department;

- Follows 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 the services are provided;
- Answers the telephones and screens calls and direct callers to the appropriate persons or use initiative to assist callers where possible;
- Attends to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected or dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheques from the Accounts Department for overseas suppliers and send via Courier Service 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.
- Performs other similar and related tasks as required, or as assigned by the Procurement Director.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good oral and written communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self starter
- Ability to maintain confidentiality
- Good command of the English language
- High degree of integrity and diplomacy

#### **Technical:**

- Good knowledge of the FAA Act.
- Good knowledge of the Procurement Guidelines
- Good knowledge of the operations of Government
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing

### **Minimum Required Qualification and Experience**

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

### **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

Applications accompanied by résumés should be submitted **no later than Friday, 21<sup>st</sup> August, 2020 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Industry, Commerce, Agriculture and Fisheries  
Hope Gardens  
Kingston 6.  
E-mail: [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.**

  
**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**