



CIRCULAR NO. 19/2020
File No. 310/04 ^{III}

27th October, 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 **Kingston and St. Andrew 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. **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.

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

- Provides advice to the Chief Executive Officer, other Directors and Managers on procurement policies and procedures.
- Participates in the operational plan and work programmes
- Advises the Chief Executive Officer of supplier's reliability/suitability and performance
- Attends meetings of Procurement Committee
- Represents the Corporation 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 Audit Act (FAA) 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 entity as well as local funded projects
- Prepares/Reviews 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

- Acts as eProcurement Coordinator and Lead Evaluator
- Coordinates and conducts procurement compliance reviews
- Coordinates and conducts organization procurement training seminars/workshops.
- Coordinates reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensures that tender documents are prepared in accordance to GOJ standards, 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
- Represents Unit at Procurement and Contract Award Committees and Board meetings
- Represents Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Reviews and approve contract award recommendations within the specified threshold
- Reviews procedure for the procurement of works, goods and Services carried out by the Organization.
- Reviews report for submission to MFP, PPC, OCG and Cabinet
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to 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 procurement guidelines and procedures and 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 follows up for receipt/delivery of goods and/or services
- Acquires 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.
- 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 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 entity.
- 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 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 establishes Government Regulations.
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities

- Monitors 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.
- Participates 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.
- 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 Division's and organizations goals.
- Chairs tender opening exercises conducted at the organization
- Participates 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. 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 department.

Key Outputs

- Prices of goods and services researched
- Suitable and registered suppliers sourced
- Quotation 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

Key Responsibilities

Management/Administrative Responsibilities

- Prepares contract
- Coordinates public procurement tender closing and opening exercise
- Reviews tender evaluation reports
- Assesses quotations and make recommendation for award
- Prepares addenda to tender documents
- Ensures that all Corporation contracts are reviewed by the Legal department
- Maintains contract register
- Prepares Procurement Plans for the Corporation
- Maintains database with current cost and location of goods, works, and services and establish links with ones in other government agencies.
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money.
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Maintains data files with Government of Jamaica Procurement Procedures
- Provides liaison services between the PPC, the Ministry of Finance, Officer of the Prime Minister and organization representatives.

- Reviews all tender reports for submission to the Procurement Committee, organization Sector Committee, Contracts Committee and OPM preparation of Tender reports to job completion and Contract termination.
- Advises, supports and assists employees on all aspects of the procurement process and procedures.
- Ensures that Procurement Committee and organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain
- Assists the Director, Procurement to set priorities and to formulate procedures
- Advises the Director, Procurement or Director, Administration and Property Management on supplier's reliability/suitability and performance.
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement.
- Provides guidance to Internal/External customer on the Ministry's procurement policies and procedures.
- Develops priority settings for the client
- Ensures that cheques and withholds tax certificates are collected by the supplier once goods are received in good condition and according to purchase order.
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered"
- Ensures that procurement practices conform with relevant Acts
- Liaises with the Accounts and Finance Department to ensure that supplier's invoices are paid in a timely manner.
- Establishes and maintains an inventory listing of equipment bought etc.
- Advises on the reliability and performance of suppliers.

Other Duties and Responsibilities

- Performs any other duties as directed by the head of the Branch
- Attends meetings of Procurement and Contracts Committees in the absence of the Director

Required Competences

Technical Competences

- 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 application

Core Competences

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

Special Conditions Associated with the Job

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

Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics, or any related field
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI level 3
 - Three (3) years' experience in related field
- OR**
- ACCA Level 2
 - Certificate in Public Procurement; UNDP/CIPS Level 2 or INPRI level 3
 - Three (3) years' experience in related field
- OR**
- Diploma in Business Administration, Accounting or any related fields
 - Certificate in Public Procurement: UNDP/CIPS level 2 or IMPRI level 3
 - Five (5) years' experience in related field

Applications accompanied by resumes should be submitted **no later than 13th November, 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 short-listed 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**