



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 256** **OSC Ref. C. 4858<sup>36</sup>**

22<sup>nd</sup> October, 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/be assigned the following posts in the **Ministry of Agriculture and Fisheries**:

1. **Public Procurement Officer (GMG/AM 3) Corporate Service Directorate Division (vacant)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
2. **Assistant Human Resource (GMG/AM 2), Human Resource Management and Development Division (not vacant)**, salary range \$986,421 - \$1,172,544 per annum and any allowance(s) attached to the post.
3. **Secretary 2 (OPS/SS 2) Industrial Relations Section, Human Resource Management Unit, (vacant)** salary range \$751,183 - \$892,921 per annum and any allowance(s) attached to the post.
4. **Secretary 2 (OPS/SS 2), Human Resource Management and Development Division, (not vacant)** salary range \$751,183 - \$892,921 per annum and any allowance(s) attached to the post.

#### **1. Public Procurement Officer (GMG/AM 3)**

##### **Job Purpose**

Under the general direction of the Procurement Manager - Public Procurement GMG/SEG 2), the Public Procurement Officer (GMG/AM 3) assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

##### **Key Responsibilities**

- Prepares Tender Notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Integrity Commissions (QCA Report);
- Maintains a data base of all bonds and insurances and ensures that they are current at all times, and takes responsibility for the safe keeping and return of all relevant documents.

##### **Procurement Process Management**

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of References (ToRs) and prepares request for proposals (REPs) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews ToRs and bidding documents for all required procurement activities;

- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, Bid Receipt and opening in strict accordance within mandated procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all wards and Departments for the procurement of goods.

#### **Vendor Management**

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, timeliness, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment;
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica office to be zero-rated.

#### **Procurement Reporting**

- Monitors and reports on the procurement implementation status and progress as required
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings.
- Performs other related functions assigned from time to time by the Director.

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

##### **Core:**

- Strong integrity
- Good oral and written communications skills
- Good interpersonal relations
- Good team work and co-operation
- Ability to display good initiative
- People management skills
- Problem solving and decision making skills
- Time management skills

##### **Technical:**

- Extensive Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

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

- Diploma in Public Administration/ Management Studies/ Accounting or any related field
- Three (3) years procurement experience, in a similar position.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

## **2. Assistant Human Resource (GMG/AM 2)**

### **Job Purpose**

Under the direct supervision of the Senior Human Resource Officer (GMG/SEG 1), the Assistant Human Resource Officer 1 (GMG/AM 2) is responsible for administering staff benefits in keeping with the Staff Orders and the Public Service Regulations.

### **Key Responsibilities**

#### **Technical/Professional**

- Processes applications for new employees on the Sagikor Health Plan and ensures that Deduction Authorization Forms are completed for submission to Sagikor of Jamaica Office;
- Liaises with Sagikor of Jamaica Office to address queries from employees concerning their Health Plan;
- Distributes Sagikor of Jamaica Health Cards and ensures correctness;
- Maintains a Register for the issuance of Sagikor of Jamaica Health Cards;
- Arranges medical examination for new appointed members of staff.
- Liaises with the Ministry of Health and Wellness for enquiry concerning members of staff medical examination;
- Checks and verifies supporting documents for authenticity;
- Advises the Salaries Units to make salary deductions;
- Computes and makes recommendations for the payment of Increments and Seniority Allowances to the Finance and Accounts Division;
- Advises members of staff of their eligibility/non-eligibility of increment/seniority allowances;
- Makes recommendations for the payment of increment to officers who attain additional qualification;
- Submits additional qualification attained by officers to the Office of the Services Commissions for their records and the Finance and Accounts Division for the payment of increment;
- Performs any other related duties assigned by Senior Human Resource Officer.

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

#### **Core**

- Good written communication skills
- Good oral communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good use of initiative
- Integrity
- Teamwork and co-operation
- Compliance

#### **Technical**

- Sound knowledge of Benefits Administration
- Knowledge of Government/Ministry's policies and procedures
- Knowledge of HR procedures and processes
- Proficient in the relevant computer applications.

**Minimum Required Qualification and Experience**

- Diploma/Certificate in Public Administration, Human Resource Management, Management Studies or Business Administration with at least three (3) years work related experience.

**Special Conditions Associated with the Job**

- Typical working environment
- Travels in Volatile Area
- Irregular working hours as required

**3. Secretary 2 (OPS/SS 2)****Job Purpose**

Under the supervision of the Manager, Human Resource and Administration, the Secretary 2 (OPS/SS 2) is responsible for providing secretarial services to ensure the effective and efficient operations of the Human Resource and Administration Office.

**Key Responsibilities**

- Types letters, memoranda and reports from draft notes;
- Transcribes and reproduces Minutes of meetings and conferences;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains a Filing System;
- Gathers information and compiles reports;
- Assists with the issuance of receipts, collects revenues and pay out salaries;
- Monitors the Office Attendant;
- Provides training to work experience students;
- Performs any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies****Core:**

- Good oral and written communication skills
- Time management skills
- Strong customer relations skills
- Good problem solving and conflict management skills
- Good interpersonal skills

**Technical:**

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

### **Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

### **4. Secretary 2 (OPS/SS 2)**

#### **Job Purpose**

Under the direct supervision of the Director, Organizational Development, the Secretary 2 (OPS/SS 2) is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

#### **Key Responsibilities**

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

- Retrieves and forwards Job Descriptions as requested to the relevant officers;
- Types letters, memoranda, Work Plans, Performance Reviews and Job Descriptions;
- Transcribes and reproduces Minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors
- Maintains an efficient Filing System;
- Gathers information and compiles reports;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Gathers information and compiles Output Focused Job Descriptions;
- Retrieves and input data electronically for training needs and submits to Human Resource Development;
- Performs any other related duties which may be assigned from time to time.

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

##### **Core**

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Integrity
- Compliance
- Good time management skills
- Good problem solving and conflict management skills

##### **Technical**

- Excellent secretarial skills
- Proficiency in the relevant computer applications
- Knowledge of the operations of Government / Knowledge of the Ministry's policies and procedures

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

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

**OR**

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4<sup>th</sup> November, 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**