



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 286** **OSC Ref. C. 4859<sup>16</sup>**

13<sup>th</sup> November, 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 **Assistant Procurement Officer (GMG/AM 4) (Not Vacant)** in the **Ministry of Health and Wellness**, salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The Assistant Procurement Officer is to support the effective implementation and management of procurement activities to ensure the timely delivery of goods and services to the PCU and implementing entities being supported.

### **Key Responsibilities**

- Conducts general Procurement activities in the execution of the HIV/AIDS related Projects by the Project Co-ordinating Unit, Regional Health Authorities, Line Ministries and Civil Society;
- Monitors in consultation with the Procurement Officer, procurement processes to ensure conformity with GOJ and the relevant Funding Agencies Procurement Guidelines;
- Assists with the preparation of contracts for the provision of goods, services and works, monitors all contracts and maintains the Contract Database regularly;
- Assists with the preparation and updating of the Project Procurement Plans;
- Follows up on decisions made by the Procurement Officer and the Senior Medical Officer as directed to ensure implementation and follow-through;
- Conducts quarterly Site Visits of SRs and RHAs and provides relevant report on their activities;
- Assists with the preparation of Monthly Report on the status of all ongoing procurement transactions;
- Assists with the preparation of Advertisements and Procurement Notices and arranges to have these published both locally and internationally;
- Assists with the preparation of RFP, RFQ and issuing of bidding documents;
- Assists with organizing and co-ordinating bid opening through the preparation of the relevant bid documents;
- Liaises with selected suppliers and project stakeholders to ensure timely delivery of goods and services to end-users and payments to suppliers, in accordance with the terms of the contracts;
- Monitors and reports on the status and progress of all Procurement transactions.
- Liaises with National Health Fund to ensure the receipt of accurate shipping documents and the timely clearance of products;
- Maintains a proper Information Management System for all Procurement documents and records;
- Provides procurement related Administrative Services;
- Performs other related functions as assigned from time to time by the Procurement Officer.

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

#### **Core**

- Ability to communicate effectively with peers and with people in authority

- Well-developed technical skills in computer applications, including Microsoft Word, Excel and PowerPoint.
- Ability to work effectively in a team setting
- Capable of working independently and with minimum supervision
- Good problem solving skills
- Demonstrate job commitment and personal flexibility to meet changing expectations.

#### **Functional/Technical**

- Sound Knowledge of Government Procurement procedures & Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of donor funded project operating environment and preparing Project Procurement Plan
- Experience in preparing Procurement Notices and Invitation to Bid

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

- First Degree in Business Administration, its equivalent or other related field
- Knowledge of Government of Jamaica Procurement procedures
- At least 2 years' work experience including working with projects funded by international agencies.

#### **Special Conditions associated with the Job**

- Frequent travel to sites to oversee outreach activities
- Exposure to highly confidential and sensitive information
- Maybe required to work beyond normal working hours in order to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> November, 2020 to:**

**Director  
Human Resource Management & Development  
Ministry of Health & Wellness  
10A Chelsea Avenue  
Kingston 10**

**Email: [jobs@moh.gov.jm](mailto:jobs@moh.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**