



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 329

OSC Ref. C. 5849¹¹

14th December, 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 **Senior Procurement Officer (eProcurement Bid Opening Officer) (GMG/SEG 1)** in the **Ministry of Justice**, salary range \$1,577,167 to 1,874,755 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director – Procurement, the Senior Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Ensures that all Organization contracts are reviewed by the Legal Department;
- Prepares Procurement Plans for the Organization;
- Maintains database with current cost and location of goods, works, and services and establishes 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 file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and Organization representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from 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 are maintain;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Procurement or Director, Administration & Property Management on supplier's reliability/suitable 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 Withhold 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 the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid;
- Establishes and maintains an Inventory listing of equipment bought etc;
- Advises on the reliability and performance of suppliers;

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and co-operation
- Problem Solving and decision-making Skills
- Time management skills

Technical

- 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 applications.

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
 - Experience in related field: 3 years
- OR**
- ACCA Level 2
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
 - Experience in related field: 3 years
- OR**
- Diploma in Business Administration, Accounting or any other related field
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
 - Experience in related field: 5 years

Special Conditions Associated with Job

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

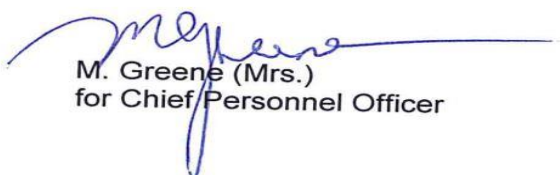
Applications accompanied by résumés should be submitted **no later than Monday, 28th December, 2020 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10**

Email: careers@moj.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