



**CIRCULAR NO. 4/2021**  
**File No. 310/04<sup>III</sup>**

19<sup>th</sup> January, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Director 2, Public Procurement (GMG/SEG 2)** in the **St. Mary Municipal Corporation** salary range 2,023,418 – 2,405,208 per annum and any allowance (s) attached to the post:

***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***

- Providing advice to the Chief Executive Officer, other Directors and Managers on procurement policies and procedures.
- Participating in the operational plan and work programmes
- Advising the Chief Executive Officer of supplier's reliability/suitability and performance
- Attending meetings of Procurement Committee
- Representing the Corporation at Conferences, Workshops and Seminars
- Monitoring and ensures that effective and up to date procurement records are maintained.
- Monitoring and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitoring 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
- Preparing/Reviewing 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***

- Acting as Procurement Coordinator and Lead Evaluator
- Coordinating and conducts procurement compliance reviews
- Coordinating and conducts organization procurement training seminars/workshops.
- Coordinating reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensuring that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately.
- Monitoring the organization's procurement activities to ensure conformity to the Procurement Plan
- Overseeing the contract award process
- Overseeing the tendering process
- Providing advice on public procurement matters to officers
- Representing Unit at Procurement and Contract Award Committees and Board meetings

- Representing Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Reviewing and approve contract award recommendations within the specified threshold
- Reviewing procedure for the procurement of works, goods and Services carried out by the Organization.
- Reviewing report for submission to MFP, PPC, OCG and Cabinet
- Providing the Finance and Accounts Division with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts
- Managing, 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.
- Procuring goods and services on a competitive basis without compromising quality and ensures proper storage.
- Monitoring the issuing of purchase orders and follows up for receipt/delivery of goods and/or services
- Preparing Budget for the Unit
- Certifying all invoices, payment orders and follows up for receipt/delivery of goods and/or services
- Acquiring 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.
- Ensuring 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.
- Monitoring 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.
- Informing the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity.
- Liaising 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.
- Assisting Senior Directors in developing guidelines for establishing priorities in the allocations of resources.
- Liaising with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with establishes Government Regulations.
- Preparing and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Monitoring orders and re-orders levels in order to minimize incidence of extravagance and waste.

### ***Human Resource Responsibilities***

- Monitoring 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.
- Participating 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.
- Providing leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensuring the welfare and development needs of skill in the Division/Unit are clearly identified and addressed.
- Establishing 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
- Participating 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***

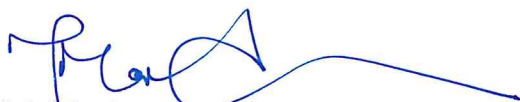
- Bachelor's Degree: Management Studies, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
  - Certificate in Public Procurement; UNDP/COPS Level 3 or IMPRI Level 4
  - Five (5) years related work experience in procurement of goods and services
- 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

Applications accompanied by resumes should be submitted **no later than 5<sup>th</sup> February, 2021** to:

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**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 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

