



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 35
OSC Ref. C. 4858³⁷

27th January, 2021

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 following **vacant** posts in the **Ministry of Agriculture and Fisheries**:

1. **Director 3, Public Procurement (GMG/SEG 3) – Public Procurement Branch**, salary range \$2,453,125 – \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Records Officer 2 (PIDG/RIM 3) – Facilities and Property Management Division**, salary range \$897,182 – \$1,066,467 per annum and any allowance(s) attached to the post.

1. Director 3, Public Procurement (GMG/SEG 3)

Job Summary

Under the direct supervision of the Principal Director, Corporate Services, the Director 3, Public Procurement (GMG/SEG 3), has the responsibility to ensure that goods and services required by the Ministry are procured and delivered as requested, in accordance with the Government of Jamaica Public Procurement Act, 2015 and Regulations.

Key Responsibilities

Management/administrative:

- Provides advice to the Principal Director, Corporate Services, other Directors and Managers, on Procurement policies and procedures;
- Leads the development of the Unit's Operational Plan and work programme for the Procurement Branch;
- Advises the Directors/Heads of Divisions of suppliers reliability/suitability and performance;
- Attends meetings of Procurement/Contracts Committees;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up to date procurement records are maintained across the wider Ministry;
- Develops and monitors a system to ensure that all assets procured are accounted for within the Ministry;
- Ensures that the preparation and submission of relevant reports;
- Monitors and reports on Procurement Key Performance Indicators.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFP, OCG, PPC and Cabinet;
- Prepares/Reviews Procurement Policies and Procedures for The Ministry's Head Office, Parish Offices and Agencies;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act, the Public Procurement act and Government Procurement Procedures/Guidelines;
- Ensures that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately;
- Acts as purchasing agent on behalf of the Ministry, as well as local funded projects;
- Monitors the organization's procurement activities to ensure conformity to the Procurement Plan;
- Evaluates the performance of the procurement process along with Directors, Heads of Divisions and Procurement Committee Members;
- Oversees the contract award process;
- Oversees the tending process;

- Provides advice on public procurement matters to senior officials;
- Represents Unit at Procurement and Contract Award Committees and Board meetings;
- Represents the organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- 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 procurements guideline 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;
- Ensures that a Budget is prepared for the Unit;
- Certifies all invoices, payments orders and commitment vouchers prior to submitting to the Finance and Accounts Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the Ministry to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensured 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 improvements 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 Ministry;
- 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/Heads of Divisions in developing guidelines for establishing priorities in the allocation of resources;
- Liaises with Custom Brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste.

Human Resource Management:

- Monitors and evaluates the performance of Directs Reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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 staff 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 Division's and organizations goals;
- Chairs Tender Opening exercises conducted at the Ministry;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned as directed by the Principal Director, Corporate Services.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership, customer relation and interpersonal skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage external relationship

Technical:

- Sound knowledge of the Government's 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

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related work experience in the procurement of goods and services;

OR

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related work experience in the procurement of goods and services;

OR

- Diploma in Accounting, Business Administration or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Seven (7) years related work experience in the procurement of goods and services.

Special Conditions Associated with the Job

- Extensive travelling island-wide;
- May be required to work on weekends;
- Stressful environment with long hours of work.

2. Records Officer 2 (PIDG/RIM 3)**Job Purpose**

Under the direct supervision of the Transport Manager (GMG/SEG 1), the Records Officer 2 (PIDG/RIM 3) provides administrative support in the licensing of motor vehicles and the preparation of payment vouchers. This incumbent is also responsible for the maintenance of the Petty Cash Imprest.

Key Responsibilities

- Prepares Payment Vouchers for contracted work undertaken on motor vehicles;
- Prepares motor vehicle documents and confirms that the vehicles are licensed and fit for the road;
- Maintains the Petty Cash Imprest for the Unit;
- Receives and distributes motor vehicles service parts for maintenance of motor vehicle;
- Receives and distributes Log Books;
- Updates and maintains motor vehicle files;
- Stores supporting motor vehicle documents;
- Assists with the dispatching and booking of fleet vehicles;
- Assists with the preparation of accident reports;
- Follows up with Accounts to verify payment for contracted work;
- Performs any other related duties assigned from time to time.

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

- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Sound planning and organizing skills
- Ability to work in a team
- Good problem-solving and decision-making skills
- Methodical

Technical:

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Records Management
- Knowledge of Basic Accounting

Minimum Required Qualification and Experience

- High School graduate with four (4) Subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to Records Management and/or the area of operation;
- Five or more (5+) years' experience in the particular field.

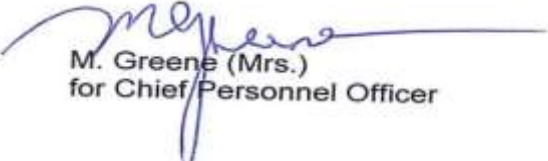
Applications accompanied by Résumés should be submitted **no later than Tuesday, 9th February, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: 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.


M. Greene (Mrs.)
for Chief Personnel Officer