



**CIRCULAR NO. 17/2021**  
**File No. 310/04 III**

25<sup>th</sup> February, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant posts in the **City Municipality of Portmore**:

1. **Director 1, Public Procurement (GMG/SEG 1)**, salary range \$1,577,167– 1,874,755 per annum and any allowance (s) attached to the post:
2. **Public Procurement Officer (GMG/AM 3)**, salary range \$ 1,181,789 – 1,404,775 per annum and any allowance (s) attached to the post.

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

***Job Purpose***

Under the direct Supervision of the Chief Executive Officer (CEO), the Director 1, 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 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 CEO of supplier's reliability/suitability and performance
- Attending meetings of Procurement Committee
- Representing the Corporation at Conferences, Workshops and Seminars
- Monitoring and ensuring that effective and up to date procurement records are maintained.
- Monitoring and ensuring that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitoring and maintaining an inventory listing of all equipment brought within the Ministry
- Acting as purchasing agent on behalf of the entity as well as local funded projects
- Preparing/Reviewing policies and procedures for the entity
- Evaluating 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 conducting procurement compliance reviews
- Coordinating and conducting 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 approving contract award recommendations within the specified threshold
- Reviewing procedures for the procurement of works, goods and Services carried out by the Organization.
- Reviewing reports 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, monitoring and controlling 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 submitting 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 evaluating 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 maintaining a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.
- Chairing tender opening exercises conducted at the organization
- Participating in the evaluation of tenders.
- Any other duties assigned as directed by the Chief Executive Officer.
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#### ***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

### ***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

### **Qualification and Experience**

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics, or any related field
  - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI 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

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

### ***Job Purpose:***

The Procurement Officer under the general supervision of the Director 1, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Corporation. 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 Output:***

- Tender documents prepared and posted
- Bids evaluated



- Requisitions/purchase orders authorized
- Goods and services procured in accordance with procurement policies/guidelines
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

### ***Key Responsibilities***

- Preparing tender notices and advertisements
- Preparing RFQ for goods, general services and minor works
- Obtaining quotations/tenders from appropriately qualified suppliers.
- Representing procurement unit at tender closing and opening exercises as tender officer
- Maintaining procurement records in good order to facilitated audit and other reviews
- Preparing Quarterly Contracts Awards report to be submitted to The Contractor General's Office (QCA Report)
- Maintaining a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return or all relevant documents

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

- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents.
- Reviewing, evaluating and bids received and assisting with the process of engaging consultants and suppliers.
- Preparing and reviewing TORs and bidding documents for all required procurement activities.
- Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
- Maintaining procurement filing systems in a systematic manner.
- Receiving compiles and processes purchase requisition forms for all departments for the procurement of goods.

### ***Vendor Management***

- Maintaining list of vendors and contractors supplying various items and services.
- Liaising with service contractors to ensure that service to office and medical equipment are being affected as agreed
- Developing and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary.
- Checking invoices to ensure correct price, follow through to ensure that materials orders have been received, examine the condition of materials received and recommend invoices for payment.
- Maintaining procurement records such items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
- Ensuring all completed purchase orders are taken to the general consumption tax office to be zero-rated.

### ***Procurement Reporting***

- Monitoring and reporting the procurement implementation status and progress as required.
- Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
- Preparing reports of and for procurement meetings.

### ***Performance Standards***

- Goods and services procured in accordance with quality requirements and financial guidelines/regulations
- Procurement of goods and services carried out in accordance with Government procurement guidelines.

- Stock level of goods are maintained in accordance with established procedures
- Accurate record keeping'
- Accurate reports are generated and submitted within agreed timeframe
- Bid documents prepared in accordance with specifications
- Tenders opening conducted in accordance with established standard.

### ***Special conditions associated with Job***

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

### ***Required Competencies***

#### **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 awards
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications.

#### **Core**

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and decision-making skills
- Time Management Skills

### ***Qualification and Experience***

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

Applications accompanied by resumes should be submitted **no later than 12<sup>th</sup> March, 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