



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 90** **OSC Ref. C.4858<sup>38</sup>**

12<sup>th</sup> March, 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 post of **Director 1, Public Procurement (GMG/SEG 1)** in the **Cannabis Licensing Authority (CLA)**, **Ministry of Agriculture and Fisheries**, salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general supervision of the Director, Administration the Director1, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

#### **Key Responsibilities**

- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Acts as Procurement Co-ordinator and Lead Evaluator;
- Provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Manages the Annual Procurement Budget and alerts the Director as necessary, to avoid overruns or underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization Procurement Training seminars/workshops;
- Co-ordinates reports for submissions to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GoJ standards disseminated timely and accurately;
- Monitors the Organization's Procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the Tendering process;
- Provides advice on Public Procurement matters to officers;
- Represents the Unit at Procurement and Contract Award and Infrastructure Committee meetings;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the 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 the Procurement Guidelines and procedures are 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;
- Certifies all invoices, Payment Orders prior to submitting to the Finance and Accounts Unit;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the organization to be exempted from these taxes;
- Ensures that all funds allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement guideless of the FAA Act;
- Monitors 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 economical manner;
- Informs the relevant offices of changes in the Government Procurement guidelines and procedures and ensures implementation is effected within the Department;

- Assists Senior Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established GoJ regulations;
- Monitors orders and re-orders levels in order to minimise incidence of extravagance and waste.

### **Human Resource**

- Monitors and evaluates the performance of Direct 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, promotions, terminations 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Chairs Tender Opening exercises;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned from time to time.

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

- Sound knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Sound knowledge of the Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent oral and written communication skills
- Tact and ability to get along with others
- Excellent interpersonal skills
- Good negotiating skills
- Excellent time management skills

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

- Bachelor's Degree in Management Studies, Business Administration, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
- Five (5) years' experience in a similar position;

**OR**

- ACCA Level 2, Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
- Five (5) years' experience in a similar position

**OR**

- Associate Degree /Diploma in Business /Office/Administrative Management
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND

At least seven (7) years' experience in a similar position

Applications accompanied by résumés should be submitted **no later than Thursday, 25<sup>th</sup> March, 2021 to:**

**The Director Human Resource  
Management and Administration  
Cannabis Licensing Authority  
4<sup>th</sup> Floor, Pan Jam Building,  
60 Knutsford Boulevard,  
Kingston 5**

Email: [vacancies@cla.org.jm](mailto:vacancies@cla.org.jm)

The successful candidate will be offered a three (3) year contract with gratuity payable after satisfactory performance after two (2) years.

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.**

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)  
for Chief Personnel Officer