



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 92**  
**OSC Ref. C. 4860<sup>9</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 **vacant** post of **Director 2, Public Procurement (GMG/SEG 2)** in the **Ministry of Labour and Social Security**, 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 **Director of Administration (GMG/SEG 4)** the **Director 2, Public Procurement (GMG/SEG 2)** has the responsibility to ensure that goods and services required by the Ministry of Labour and Social Security are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act of 2015 and Regulations.

**Key Responsibilities**

**Management/Administrative**

- Provides advice to the Director, Administration, other Directors and Managers on procurement policies and procedures;
- Participates in the Operational Plan and Work Programmes of the Unit;
- Advises the Director, Administration of supplier's reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit & Administration Act (FAA), Government of Jamaica Procurement Act of 2015 and Regulations;
- Monitors and maintains an Inventory Listing of all equipment brought within the Ministry;
- Acts as Purchasing Agent on behalf of the Ministry of Labour and Social Security as well as local funded projects;
- Prepares/ Reviews policies and procedures for Parish Offices and Agencies;
- Evaluates the performances of the Procurement Process along with Director, Administration and Committee members.

**Technical/Professional**

- Acts as the Procurement 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 Ministry of Finance and the Public Service (MOF&PS) Integrity Commission and Cabinet;
- Ensures that Tender documents are prepared in accordance to GOJ standards and 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;
- Represent Unit at meetings and Contract Award Committees;
- Represents 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 goods, services and works carried out by the Organization;
- Reviews reports for submission to MOFPS, PPC, Integrity Commission and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of payments and reconciliation of accounts/supplier's statements;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of 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.
- Prepares Budget for the Unit;
- Certifies all invoices, Purchase Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Monitors the provision of clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the Ministry of Labour and Social Security to be exempted from these taxes;
- Ensures 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;
- 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 economic manner;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the Ministry of Labour and Social Security;
- Liaises with Programme Managers 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 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 Government Regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the Ministry of Labour and Social Security inclusive of cost and locations supplied;
- Monitors orders and re-orders levels to minimize incidence of extravagance and waste.;
- Negotiates Contract Agreements.

### **Human Resource**

- Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective actions where necessary to improve performance and/or attaining 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;
- Ensures the welfare and development needs of skill 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 the Division's and organizations goals;
- Chairs Tender opening exercises conducted at the Ministry of Labour and Social Security;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned as directed by the Director, Administration.

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

#### **Core:**

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Integrity

- Strong ethical principles
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

**Technical:**

- Sound knowledge of the Government of Jamaica Public Procurement Act of 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 use of Microsoft Office Suite and other relevant computer application software

**Minimum Required Qualification and Experience**

- B. Sc. 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
- Certificate in Supervisory Management
- 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 and MIND
- Certificate in Supervisory Management
- Five (5) years related work experience in procurement of goods and services

**OR**

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

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

**Senior Director HRM&D  
Ministry of Labour & Social Security  
14 National Heroes Circle  
Kingston 4  
Email: [resume@mlss.gov.jm](mailto:resume@mlss.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.**



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