



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 88**  
**OSC Ref. C.4857<sup>16</sup>**

**11<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 be assigned to/fill the following posts in the **Ministry of Transport and Mining**:

1. **Director, Public Procurement (GMG/SEG 2) – (Not Vacant)**, salary range \$2,023,418 - \$2,405,208 per annum and any allowance(s) attached to the post.
2. **Accident Analyst/Statistician (SOG/ST 6) – (Vacant)**, salary range \$1,592,427 – \$1,892,895 per annum and any allowance(s) attached to the post.

**1. Director, Public Procurement (GMG/SEG 2)**

**Job Purpose**

Under the general supervision of the Director, Corporate Services, the Director, Public Procurement, will have the responsibility to ensure that the acquisition of goods and services essential to the operations of the Ministry, are procured and delivered as requested in accordance with the Government of Jamaica's Public Procurement Act, 2015 and its Regulations.

**Key Responsibilities**

***Management /Administrative:***

- Provides advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures;
- Participates in the Operational Plan and work programmes;
- Advises the Director, Corporate Services of suppliers reliability/suitability and performance;
- Attends meetings of the 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 (FAA) Act and Government Procurement Guidelines;
- Monitors and maintains an Inventory listing of all equipment brought within the Ministry;
- Acts as purchasing agent on behalf of the Ministry of Transport and Mining, as well as local funded projects;
- Prepares/reviews policies and procedures for Offices and Agencies;
- Evaluates the performances of the procurement process, along with Director, Corporate Services and Committee members.

***Technical/Professional:***

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conduct organization procurement seminars/workshops;
- Co-ordinates reports for submission to the MOFP, OCG, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance with 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 Branch at Procurement and Contract Award Committees and Board Meetings;
- Represents the Ministry at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;

- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedures for the procurement of works, goods and services carried out by the Ministry;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service 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;
- Prepares Budget for the Unit;
- Certifies all invoices, payment 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 Tax Administration Jamaica for the Ministry of Transport and Mining to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement 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 Transport and Mining;
- 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 in developing guidelines for establishing priorities in the allocation of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and in 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 Transport and Mining, inclusive of cost and locations supplied;
- Monitors orders and re-order levels in order to minimize incidence of extravagance and waste.

***Human Resource:***

- Monitors and evaluates the performances 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, 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 developmental 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 Transport and Mining;
- Participates in the evaluation of Tenders;
- Performs any other related assigned duties.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Sound knowledge of 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:**

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Integrity and ethics
- Accountability

**Minimum Required Education and Experience**

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPR Level 4 from MIND;
- Five (5) years related experience 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 from MIND
- Five (5) years related experience 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 INPR Level 4 from MIND;
- Seven (7) years related experience related work experience in the procurement of goods and services.

**2. Accident Analyst/Statistician (SOG/ST 6)**

**Job Purpose**

Under the general supervision of the Director, Road Safety, the incumbent will be responsible for:

- Implementing the Unit's data processing operations in a timely and effective manner;
- Facilitating the research process by planning, formulating and implementing relevant surveys and studies, so that the necessary analysis can be carried out in keeping with the functions of the Unit;
- Facilitating and supporting the Administration of Public Education, Promotional Plans, Multi-Agency Road Safety programmes and initiatives.

**Key Responsibilities**

- Maintains the National Crash and Geographic Information databases and supervises staff assigned to carry out such operations;
- Institutes a systematic approach to the analysis of traffic crashes and the generation of Monthly, Quarterly and Annual reports;
- Develops appropriate instruments for the execution of surveys and studies, directs the implementation of these studies through the use of quantitative and/or qualitative research methods and provides reports on a timely basis;
- Accounts for all assigned instruments, hardware and software and takes responsibility for the equitable discharge of all maintenance contracts associated with software, thus promoting the interest of the Ministry of Transport and Mining under such agreements;
- Supervises Data Entry personnel, maintains minimum daily output and implements control measures geared at correcting negative target variations;
- Formulates and designs criteria and instruments for the study of accidents prone sites and elements;
- Conducts surveys and studies of traffic hazards and high risk groups;
- Prepares report identifying major hazards (bad spots) and high risk groups in traffic;
- Ensures the geo-referencing of all traffic accident locations;
- Conducts Protective Devices Compliance Studies and prepares report;
- Produces Weekly, Monthly, Quarterly and Annual Traffic Accident Reports;

- Facilitates the implementation of Road Safety Plans under projects with components for institutional strengthening or capacity building of the Road Safety Unit;
- Performs other related duties and responsibilities as may be determined from time to time.

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

#### ***Technical:***

- Knowledge of survey design and administration
- Knowledge of administration and operation of GIS
- Data and Word Processing techniques
- Computational and analytical techniques
- Technical, scientific and accident report writing skills
- Knowledge of theory, systems and application of statistical research methodology

#### ***Core:***

- Good oral and written communication skills
- Excellent analytical thinking skills
- Ability to work in a team
- Good use of technology
- Ability to use initiative
- Good problem-solving and decision-making skills

### **Minimum Required Education and Experience**

- First Degree in Social Science, Natural Science or Mathematics, with emphasis in/and knowledge of social research methods and statistics.

### **Special Condition Associated with the Job**

- Exposure to extreme weather conditions and hostile traffic environment during “on the road” promotions, field trips and observation studies/surveys.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 24<sup>th</sup> March, 2021 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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**