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(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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28th May, 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 **Post and Telecommunications Department**:

1. **Policy and Research Co-ordinator (GMG/SEG 3)**, salary range \$2,453,125 - \$2,915,995 per annum and any allowance(s) attached to the post.
2. **Senior Public Procurement Officer (GMG/SEG 1) – two (2) posts**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,181,789 - \$1,404,775 per annum and any allowance(s) attached to the post.
4. **Public Procurement Officer (PIDG/RIM 1)**, salary range \$630,388 - \$749,334 per annum and any allowance(s) attached to the post.

1. **Policy and Research Co-ordinator (GMG/SEG 3)**

Job Purpose

The incumbent under the general direction of the Postmaster General will be responsible for the development, implementation, monitoring and evaluation, and advising on all postal policies, as well as liaising with the parent Ministry's to ensure that policies and programmes are aligned to the Ministry's Strategic direction and national priorities.

Key Responsibilities

Management and Administrative:

- Participates in the development and implementation of the Department's Operational Plan and Annual Report;
- Prepares monthly/quarterly reports/updates on the status of the Postmaster General's Programmes for dissemination as instructed;
- Maintains a Diary of major policies/programmes and advises the Postmaster General accordingly;
- Participates in Technical meetings and makes recommendations;
- Maintains a Database of Strategic Policy issues and actions undertaken;
- Attends meetings and represents the Department at conferences, seminars and other fora as required.

Technical/Professional:

- Participates in the development of the Postal Service Transformation Plan, including the development of policy and action plans and other documents for implementation, in collaboration with parent Ministry, key stakeholders and other Agencies;
- Drafts and reviews Cabinet Submissions;
- Drafts policy statements, documents and papers for submission to parent Ministry as required, to support changes in policy, legislation and regulations for the Postal Industry;
- Develops and reviews as necessary, organizational policies, procedures and regulations for the Department and ensures that staff is aware of and adheres to the Organization's policies, procedures and regulations;
- Researches and recommends changes to policies, procedures and systems to enhance the functioning of the Department;
- Monitors the implementation of assigned special projects and provides updates accordingly;
- Identifies and tracks issues in the Postal Industry and evaluates their impact on Government policy and various stakeholders including State Agencies;
- Consults with selected academics, Public and Private Sector Technical experts to assess social and economic conditions, efficacy of different kinds of programmes, effects of changes in legislation or public policy and their impact on proposed policies

within the Postal Industry;

- Maintains relationships with key stakeholders, updates records, arranges and co-ordinates internal and external meetings;
- Engages in pre and post meeting activities on policy related issues to include collection of background information from internal and external stakeholders and Agenda setting to prepare the Postmaster General for external meetings, press briefings, etc.;
- Liaises with Ministries, Departments, Agencies (MDA's) and other stakeholders to obtain and provide information on policy related issues in the Postal Industry and escalates problems/concerns to the Postmaster General's attention;
- Provides advice including options and recommendations for the resolution of policy issues and problems;
- Facilitates and encourages stakeholder participation in the formulation of policy via public meetings;
- Collaborates with the Director, Corporate Planning and Performance Analysis to collect and analyse qualitative and quantitative data such as data from public opinion surveys, customer usage of postal services, sales of products, etc.;
- Conducts environmental scanning to inform proposals relating to specific projects;
- Keeps up-to-date with current Postal Technology research and analysis techniques and participates in research work;
- Designs and develops systems and processes to monitor the effectiveness and outcome of legislative and regulatory measures;
- Collaborates with Divisional/Unit Heads, prepares/reviews Standard Operating Procedures (SOPs) for the Department;
- Prepares/reviews research papers, policy documents, reports and other technical documents as directed by the Postmaster General, and maintains an archive of such documents and briefs;
- Reviews technical documents and correspondence;
- Investigates urgent problems as assigned by the Postmaster General and report findings to inform the formulation of policy solutions;
- Communicates and monitors implementation of policies, procedures and regulations of the PTD to stakeholders;
- Monitors the implementation of assigned special projects and provides updates accordingly;
- Performs any other related duties that may be assigned by Supervisor.

Required Knowledge, Skills and Competencies

- Sound background in policy development
- Excellent knowledge of Government's policy formulation, monitoring and evaluation processes and parliamentary procedures
- Knowledge of policy objectives, operations and planning processes
- Good understanding of the legislative process
- Knowledge of prevailing social and economic factors impacting the Postal Sector
- Knowledge of relevant environment standards and regulations
- Strong research and consultative skills
- Experience in the use of the relevant computer applications
- Knowledge of Universal Postal Union Standards
- Knowledge of Post Office Act (1941)
- Knowledge of the Postal Industry and its operations
- Able to proactively identify process improvement opportunities while taking into consideration industry trends and best practices
- Good leadership and change management skills
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent problem solving and decision-making skills

Minimum Required Knowledge and Experience

- Bachelor's Degree in Social Sciences including Management/Business/Public Policy/Public Administration or any other related field or equivalent qualifications;
- A minimum of four (4) years related experience with two (2) years being at a middle management level;
- Sound experience in general administration;
- Experience in dealing with matters of a highly confidential and sensitive nature;
- Experience in relating to senior officers in the Public and Private Sectors.

Special Conditions Associated with the Job

- Required to travel island wide;
- Required to access confidential information within scope of authority;
- May be required to work beyond normal working hours and on weekends

2. Senior Public Procurement Officer (GMG/SEG 1)

Job Purpose

Under the supervision of the Director 3, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Management/Administrative:

- Prepares contracts;
- Co-ordinates public procurement tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the Organization;
- Maintains Database with current cost and location of goods, works, and services and establish links with ones in other Government/Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and PTD representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received bids/proposals is maintain;
- Assists the Director, Procurement to set priorities and to formulate procedures;
- Advises the Director, Procurement or Director Administration and Property Management on suppliers' reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement;
- Provides guidance to internal/external customer on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed: goods received or services rendered;
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers;
- Performs any other related duties that may be assigned by Supervisor.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

Technical:

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Sector Management, Economics or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years' experience in related field.

OR

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years' experience in related field.

OR

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Five (5) years' experience in related field.

Special Conditions Associated with the Job

- Visit suppliers to determine the quality of goods to be procure;
- Maybe required to work beyond normal working hours and on weekends.

3. Public Procurement Officer (GMG/AM 3)

Job Purpose

The Public Procurement Officer under the general supervision of the Director 3, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. 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 Responsibilities

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return or all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;

- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures;
- Maintains procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition forms for all wards and departments for the procurement of goods.

Required Knowledge, Skills and Competencies

Core:

- Strong integrity
- Good oral and written communication skills
- Good interpersonal relations
- Good team work and co-operation
- Ability to display good initiative
- People management skills
- Problem solving and decision-making skills
- Time management skills

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 award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work long working hours including weekends and public holidays.

4. Public Procurement Clerk (PIDG/RIM 1)

Job Purpose

Under the general supervision of the Director 3, Procurement, the Procurement Clerk is responsible for providing the necessary support in the issuing of tenders and the pre/post Bidding process.

Key Responsibilities

- Disseminates tender documents;
- Represents Procurement Unit at tender closing and opening exercises as Recording Clerk;
- Seals Tender boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt Register;
- Prepares Purchase orders;

Required Knowledge, Skills and Competencies

- Sound communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing

- Good command of the English Language
- High degree of integrity and diplomacy

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.

Special Conditions Associated with the Job

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time.

Applications accompanied by Résumés should be submitted **no later than Thursday, 10th June, 2021 to:**

Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston

Email: hrunit@jamaicapost.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