



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 181**  
**OSC Ref. C. 6272<sup>15</sup>**

**2<sup>nd</sup> June, 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 **Senior Public Procurement Officer (GMG/SEG 1)** in the **Office of the Prime Minister**, salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

### **Key Responsibilities**

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation reports;
- Prepares addenda to tender documents;
- Ensures that all Organization contracts are reviewed by the Legal Department;
- Prepares Procurement Plans for the Organization;
- Maintains Database with current cost and location of goods, works, and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Reviews all Tender Reports for Submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Ensures that Procurement Committee and Public Procurement Sector Committee Submission requirements are adhered to, and that proper documentations in respect of received bids/proposals are maintain;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- 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;
- Establishes and maintains an Inventory listing of equipment bought.

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

- Excellent oral and written communication skills;
- Ability to work as a team;
- Ability to work on own initiative;
- Good inter-personal skills;
- 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: Management Studies, Accounting, Business Administration, Public 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.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> June, 2021 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10.**

Email: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

**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**