



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 212
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29th 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/be assigned to the following posts in the **Ministry of Local Government and Community Development**:

1. **Technical Quality Assurance Officers (SOG/ST 8) (2) (vacant)**, salary range \$2,457,386–\$2,921,059 per annum, with the applicable allowance(s) attached to the post;
2. **Public Procurement Officer (GMG/AM 3) (Vacant)**, salary range \$1,181,789-1,404,775 per annum and any allowance(s) attached to the post;
3. **Site Supervisor (SOG/ST 4) (Not vacant)**, salary range \$1,061,136-\$1,261,358 per annum with the applicable allowance(s) attached to the post.

1. Technical Quality Assurance Officer (SOG/ST 8) (2)

Job Purpose

Reporting to the Senior Director, Technical Services and Major Project, the incumbents are responsible for monitoring and co-ordinating island assessments/audits of infrastructural activities to include road, bridge and building construction works undertaken on behalf of the Public Bodies of the Ministry of Local Government to ensure consistency/compliance with the related Regulations, Acts and Policy guidelines.

Key Responsibilities

- Collaborates with Internal Audit, Project Architect, Urban/Regional Planning and Development Unit, and the Local Authorities for the development/review/implementation of policy and procedures for inclusion in the Technical Audit System;
- Provides technical advice to the Permanent Secretary, Departments portfolio entities and other relevant personnel on quality standards and other issues related to Construction Management;
- Collaborates with Internal Audit, Communication and Public Relations stakeholders and representatives of the Local Authorities in the development of programmes for the effective communication of new development, policies, and standards in Construction Management;
- Liaises with managers and staff of respective entities to ensure that a Quality Assurance System is in place and functioning properly;
- Provides technical advice to the decision making processes by identifying and recommending areas that need to be investigated;
- Monitors and reviews contracts to ensure that the delivery of service is in keeping with policies, regulations and guidelines, and makes recommendations where necessary;
- Represents the Permanent Secretary/Department at the local/international meetings and conferences;
- Ensures that briefs are prepared and referred to the Permanent Secretary;
- Leads quality assurance audits to determine adequacy, efficiency and effectiveness of the current mechanisms in place, and prepares and submits reports, recommending corrective measures wherever necessary;
- Conducts sites inspections to ensure that projects are in adherence with design specifications and quality standards;
- Reviews project requirements and schedules, to ensure project completion within required timeframe, and prevents/minimizes costs over runs;
- Ensures that appropriate corrective/preventive measures are applied to resolve non-conformances;
- Develops resource and material relating to Technical Management issues, including training, techniques, rates (works), promotion or other general information to address specific needs where necessary to achieve quality;
- Prepares technical and other specialized reports as required, documenting and submits findings and recommendations to improve performance;

- Liaises with the Procurement Staff to establish and maintain quality requirements for material from suppliers;
- Monitors the water quality for Entomb Springs and Catchment Tanks;
- Inspects pipelines for leaks/damages;
- Monitors civil related works for all attributes relating to minor Water Supply System;
- Responds to reports or complaints of irregularity in relation to construction of any infrastructure;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent teamwork and co-operation.

Functional:

- Excellent technical skills (current auditing principles, standards and techniques);
- Excellent use of technology;
- Excellent strategic vision;
- Excellent analytical thinking skills;
- Excellent problem solving and decision making skills;
- Excellent planning and organizing skills;
- Excellent integrity exercised in the carrying out of duties.

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Engineering or Construction Management from a recognized tertiary institution;
- Six (6) years related experience with or in-depth understanding of Building/Roads Construction;
- Training and experience in Project Management, Auditing Techniques and Technical Report Writing;
- Membership in a related professional organization.

2. Public Procurement Officer (GMG/AM 3)

Job Purpose

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

Procurement Process Management:

- Prepares and reviews Technical Specifications in collaboration with stakeholders, refining Terms Of Reference (ToR) and preparing Request For Proposals (RFPs) 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.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with Service Contractors to ensure that service to office and medical equipment are being affected as agreed;

- Developments and executes measurement tools to accurately gauge vendor's performance (quality delivery time's ect.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received, and recommends invoices for payment;
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica (TAJ) to be zero-rated.

Procurement Reporting:

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings.
- Performs other such duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the National Insurance Act and Regulations
- Management skills
- Ability to lead and motivate persons;
- Problem solving techniques
- Flexibility to work and work well in teams

Minimum Required Qualification and Experience

- Certificate/Diploma Management Studies/ Business Administration or related field;
- Certificate in Supervisory Management or related field

3. Site Supervisor (SOG/ST 4)

Job Purpose

Under the general direction of the Technical Quality Assurance Officer, the incumbent is responsible to assist in the supervision of work passing through the Technical Services & Major Projects Division. This is in regard to the daily supervision of the contracts. The officer is also required to:

- Supervise work team of operators and drivers;
- Implement site construction activities in a safe, efficient, and economical manner within technical standards; and
- Reports to Technical Quality Assurance Officer on technical and operational developments on the construction site.

Key Responsibilities

- Assists the Technical Quality Assurance Officer with all aspects of achieving specification results, by helping with the appraisal of existing length, widths, surface textures etc. and defining lengths and location for recording instructions;
- Works with consultants engaged to the Unit and assists them in carrying out their objectives;
- Inspects contractors' work to ensure both quality and quantity control. Constantly checks the conditions of the contractor's equipment;
- Liaises with utility companies with respect to any adjustment to their services;
- Assists with ensuring adequate traffic control is provided;
- Assists in approving any material delivery and laid by sample and helping in supervising the tests for concrete and other building material (both delivery and as laid) verifies the quantities laid and collects the delivery vouchers from the truck drivers and passes them to the Project Officer;
- Helps to maintain the Site Diary indicating weather, labour force operating, contractors labour and equipment on site, accidents, visitors, materials delivery and reports daily on quantities laid, test results etc.;
- Assists with preparation of interim certificates by verifying work done and records quality control data with statistical analysis;
- Assists with Public Relations situations, liaising with the Architect/Engineer to ensure all narrations are noted and accounted for;
- Attends site meetings, seminars, etc. as required;

- Prepares weekly Inspector's Report for each project, which is to be submitted to the Architect/Engineer;
- Informs the Technical Quality Assurance Officer of the progress of construction works;
- Maintains high standards of quality and service for all Operating Units and contractors;
- Supervises assigned work team at plant, equipment and on construction site;
- Utilizes good safety practices at all plant, vehicles, buildings and equipment used on construction sites are correctly handled and maintained;
- Supervises contract in keeping with specifications, schedules drawings and procedures for measurement in respect of each site under his supervision;
- Maintains currency technical and operational developments in the field by attending lectures, demonstrations etc. and by studying Technical Journals and reports;
- Reports on the implications of such developments in relation to his field of activities or on matters of general interest to the National Works Agency;
- Monitors staff and labour on site for adequacy and presents or anticipates changes and to take actions to correct excesses or deficiencies;
- Prepares estimates for site construction activities or future;
- Serves all statutory notices to contractors employed, and operates within approved budgetary provisions.
- Performs any other such duties and responsibilities that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Construction Management skills
- Decision making and problem solving skills
- Good communication and inter-personal skills
- Equipment management skills
- Leadership skills

Core:

- Supervise work of team of operators and drivers
- Implement site construction activities in a safe, efficient and economical manner within technical standards
- Report to Construction Manager on technical and operational developments in construction site

Minimum Required Qualification and Experience

- Diploma in Construction Management or equivalent,
- Training in road construction and equipment,
- At least 5 years in the construction sector with experience at a supervisory level supervising multiple project, and
- Computer Literate
- Property Management working experience would be an asset.

Applications accompanied by résumés should be submitted **no later than Monday, 12th July 2021 to:**

**The Senior Director,
Human Resource Management and Development
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

Email address: hrd@mlgcd.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**