



CIRCULAR NO. 21/2021
File No. 310/04 III

20th July, 2021

Chief Executive Officers

Sir/Madam

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant posts in the **Manchester Municipal Corporation**:

1. **Director 2, Public Procurement (GMG/SEG 2)**, salary range \$2,023,418 – 2,405,208 per annum and any allowance (s) attached to the post.
2. **Junior Internal Auditor (FMG/AS 1)**, salary range \$1,341,866 – 1,789,576 per annum and any allowance(s) attached to the post.

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

Job Purpose

Under the direct supervision of the Chief Executive Officer, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the Corporation are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Outputs

- Goods and Services procured and delivered
- Reports prepared
- Staff needs identified and addressed
- Procurement Policy updated
- Quotations Reported and obtained
- Procurement requests acknowledged and verified
- Staff evaluated and appraised
- Policies reviewed and recommendations made
- Guidance/Advice provided
- Information disseminated

Key Responsibilities

Management/Administrative Responsibilities

- Provides advice to the Chief Executive Officer, other Directors and Managers on procurement policies and procedures.
- Participates in the operational plan and work programmes
- Advises the Chief Executive Officer of supplier's reliability/suitability and performance
- Attends meetings of Procurement Committee
- Represents the Corporation 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 Act (FAA) 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 entity as well as local funded projects
- Prepares/Reviews policies and procedures for the entity
- Evaluates the performances of the procurement process along with Head of the Division and Committee members.

Technical/Professional Responsibilities

- Acts as Procurement Coordinator and Lead Evaluator
- Coordinates and conducts procurement compliance reviews
- Coordinates and conducts organization procurement training seminars/workshops.
- Coordinates reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensures that tender documents are prepared in accordance to 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 Unit at Procurement and Contract Award Committees and Board meetings
- Represents Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Reviews and approve contract award recommendations within the specified threshold
- Reviews procedure for the procurement of works, goods and Services carried out by the Organization.
- Reviews report for submission to MFP, PPC, OCG and Cabinet
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurement guidelines and procedures and 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 follows up for receipt/delivery of goods and/or services
- Acquires clearance letters from National Insurance Scheme and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the organization 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 entity.
- 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 allocations of resources.
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with establishes Government Regulations.
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities

- Monitors and evaluates the performances of direct reports, prepares performance appraisals 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 Divisional/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 organization
- Participates in the evaluation of tenders.
- Any other duties assigned as directed by the Chief Executive Officer.

Performance Standards

- Goods and Services procured in accordance with Government of Jamaica FAA Act and Procurement Guidelines.
- Comprehensive and accurate reports prepared and submitted within the agreed timeframe
- Accurate information disseminated
- Continuous guidance and advice provided as requested
- Procurement Policy updated and implemented within the agreed timeframe
- Quotation requested are authentic and meets the requirement of the Procurement Guideline
- Procurement of goods in a cost-effective manner is maintained
- Staff needs are clearly identified and addressed in a timely manner

- Staff performance meets or exceed set targets

Required Competences

Technical Competences

- Sound knowledge of the 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 Competences

- Excellent leadership and interpersonal Skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Special Condition associated with Job

- Extensive traveling island wide

Qualification and Experience

- Bachelor's Degree: Management Studies, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
 - Certificate in Public Procurement; UNDP/COPS Level 3 or IMPRI Level 4
 - 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
 - Five (5) years related work experience in procurement goods and services
- OR**
- Diploma in Accounting, Business Administration or any related fields
 - Certificate in Public Procurement: UNDP/CIPS level 3 or IMPRI level 4
 - Seven (7) years related work experience in procurement of goods and services

2. Junior Internal Auditor (FMG/AS 1)

Job Purpose

Provides technical support to the Senior Auditor in performing the full audit cycle to include risk/control management in the execution of performance, review, financial and operational audits in the Municipal Corporation and its portfolio entities

Key Outputs

- Preliminary Reports Drafted
- Financial records retrieved
- Working papers prepared
- Reviews conducted
- Preliminary recommendations reported
- Files maintained

Key Responsibilities

Management and Administrative Responsibilities

- Participates in the audit planning exercise
- Ensures preparation of audit schedule
- Ensures that all required tools and equipment for the audit are present for each assignment

Technical/Professional Responsibilities

- Assists in conducting reviews of assigned organizational and functional activities in accordance with the instructions given by Supervisor and the prescribed audit programme.
- Retrieves and compiles a variety of statistical data from computer files, records, reports or from other sources.
- Participating in audits

- Provides support to Auditor in the preparation of audit observations and issuing of audit reports.
- Prepares and organizes working papers and submits to Supervisor for review
- Clears any queries on the working papers prepared.
- Maintains administrative files
- Participates in the conduct of pre and posts-audit as assigned
- Ensures that all required tools and equipment for the audit are present for each assignment.
- Assists in verifying the adequacy and accuracy of financial records
- Assists in examining and appraising financial and accounting practices, systems and procedures.
- Assists in conducting operational and financial audits.
- Assists with the preparation of preliminary recommendations and draft of reports.
- Assists with the preparation of the current files.
- Assists with monitoring and compliance initiatives identified
- Assists in audit of the Municipal Corporation's inventory and asset control registers/systems.
- Assists in conducting investigations.

Others

- Performing other related functions assigned from time by time by the head of the Unit

Performance Standards

- Reviews conducted in accordance with prescribed standards and in a timely manner.
- Records verified using established standards and in a timely manner
- Comprehensive working papers prepared using assigned format and submitted within a specified timeframe.
- Recommendations brought to attention of supervisor via reports
- Preliminary recommendations and draft reports done in a timely manner.
- Confidentiality and Integrity are maintained in the execution of duties.
- High ethical standards displayed in the conduct of profession and personal business.

Required Competences

- Sound knowledge of the principles, procedures and practices of accounting
- Knowledge and experience with accounting software
- Sound knowledge of current auditing principles and techniques
- Working knowledge of the laws and regulations that guide the organization.
- Good time management skills
- Good interpersonal relations and report writing skills
- Demonstrate honesty, integrity and good judgement.
- High level of professionalism
- Ability to pay keen attention to details
- Ability to work as part of a team

Minimum Required Qualification and Experience

- AAT level 3, or
- ACCA-CAT level 3, or
- ACCA level 1 or
- Associate Degree in Accounting

Special conditions associated with the job

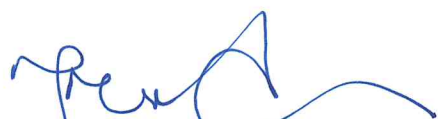
- Normal Working environment
- Exposure to infrastructural project (markets, car parks, buildings, road works)
- Travelling within jurisdiction scheduled and ad hoc
- Exposure to health hazard

Applications accompanied by resumes should be submitted **no later than 13th August, 2021 to:**

**Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

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 Municipal Corporations and brought to the attention of all eligible officers.



M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer

Chief Executive Officer:
KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine