



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 221 **OSC Ref. C. 6272¹⁵**

5th July, 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 **Public Procurement Officer (GMG/AM 3)** in the **Office of the Prime Minister**, salary range \$1,181,789 – \$1,404,775 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Director 2, 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 Office of the Prime Minister and the Office of the Cabinet. 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;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Prepares Quarterly Contracts Award Report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents;
- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and prepares request for proposals (REP) and bidding documents;
- 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;
- 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.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Strong interpersonal, teamwork and cooperation skills
- 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
- Good people management skills
- Ability to take own initiative
- Strong problem solving and decision-making skills
- Strong working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- INPRI Certification Levels 1 - 3
- Three (3) years' procurement experience, in a similar position.

Applications accompanied by résumés should be submitted **no later than Friday, 16th July, 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

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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer