



**CIRCULAR NO. 20/2021**  
**File No. 310/04 III**

20<sup>th</sup> July, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant post of **Senior Public Procurement Officer (GMG/SEG 1)** in the **St. Mary Municipal Corporation** 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 Outputs***

- Prices of goods and services researched
- Suitable and registered supplier sourced
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

***Management/Administrative Responsibilities***

- Prepares contracts
- Coordinates public procurement tender closing and opening exercise
- Reviews tender evaluation reports
- Assesses quotations and 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 ORGANIZATION representatives
- Reviews all tender reports for submission to the Procurement Committee, ORGANIZATION Sector Committee, Contracts Committee and Office of the Prime Minister
- 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
- Advises the Director, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance.
- Attends meetings of Procurement and Contracts Committee 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.

#### ***Key Responsibilities***

- Performs any other duties as directed by the head of the Branch
- Attends meetings of Procurement and Contracts Committees in the absence of the Director.

#### ***Required Competencies***

##### **Core**

- Good oral communication skills
- Good 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 Qualification and Experience***

- Bachelor's Degree: 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
- Experience in related field: 3 years

**OR**

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- Experience in related field: 3 years

**OR**

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- Experience in related field: 5 years

#### ***Special conditions associated with Job***

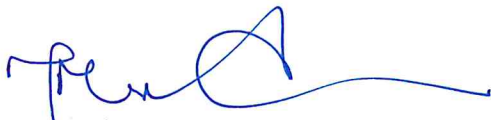
- Visits suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on weekends

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

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> 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