



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 297
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8th September, 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 following **vacant** posts in the **Public Procurement Branch, Corporate Services Division, Ministry of Industry, Investment and Commerce**:

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. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,181,789 - \$1,404,775 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 Senior Director, Corporate Services (GMG/SEG 5), the Director 2 – Public Procurement (GMG/SEG 2) has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

Management/administrative:

- Provides advice to the Senior Director, Corporate Services, other Directors and Managers on Procurement policies and procedures;
- Participates in the Operational Plan and Work Programmes;
- Advises the Director, Administration and Property Management of suppliers reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry 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 Administration and Audit (FAA) Act and Government Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Ministry;
- Acts as purchasing Agent on behalf of the MDA as well as local funded projects;
- Prepares/Reviews policies and procedures for Parish Offices and Agencies;
- Evaluates the performance of the Procurement Process along with Director, Administration and Property Management and Committee Members;

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, 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 Tending process;
- Provides advice on Public Procurement matters to Officers;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;

- Review reports for submission to MFPS, 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 the procurement guidelines are 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 of the Unit;
- Certifies all invoices, payments orders and commitment vouchers prior to submitting to the Finance and Accounts Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Tax Administration Jamaica for the MDA 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 improvements 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 MDA;
- 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 allocation of resources;
- Liaises with custom brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Planning for all goods purchased by the MDA inclusive of cost and locations supplied;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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 staff 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 Division's and Organizations goals;
- Chairs Tender opening exercises conducted at the MDA;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned as directed by the Director, Administration and Property Management;
- Performs any other related functions assigned from time to time by the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relation skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage external relationship

Technical:

- 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

Minimum Required Qualification and Experience

- B. Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- 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 and MIND;
- Five (5) years related work experience in procurement of goods and services;

OR

- Diploma in Accounting, Business Administration or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Seven (7) years related work experience in procurement of goods and services.

Special Condition Associated with the Job

- Extensive traveling island wide.

2. Public Procurement Officer (GMG/AM 3)**Job Purpose**

Under the general direction of the Director - Public Procurement (GMG/SEG 2), the Public Procurement Officer (GMG/AM 3) assists 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

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a data base 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.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms or References (ToR) and prepares request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists 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 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 effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, timeliness, etc.) 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 recommend 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 to be zero-rated.

Procurement Reporting:

- Monitors and reports on 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 any other related functions assigned from time to time by the Director.

Required Knowledge, Skills and Competencies**Core:**

- Strong integrity
- Good oral and written communications skills
- Good interpersonal relations
- Good team work and cooperation
- Ability to display good initiative
- People management Skills
- Problem Solving and Decision Making Skills
- Time Management Skills

Technical:

- 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
- Working knowledge of computer applications

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st September, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@moa.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.

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