



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 308** **OSC Ref. C. 6634/S9<sup>2</sup>**

**20<sup>th</sup> 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 post of **Head of Procurement (Level 7) - (Vacant)** in the **Management Institute for National Development (MIND)**, salary range \$2,083,331 – \$2,893,533 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The incumbent is responsible for ensuring that goods and services required by the Agency are procured and delivered as requested, in accordance with the Government of Jamaica (GOJ) Public Procurement Act, 2015 and Regulations.

#### **Key Responsibilities**

- Leads MIND's procurement management process to ensure value for money in keeping with the Agency's priorities and the Government of Jamaica (GOJ) Procurement Guidelines;
- Establishes systems and controls to ensure Agency-wide awareness and adoption of GOJ Procurement Guidelines;
- Develops and recommends for adoption, policies and procedures that ensure the ongoing strengthening of the procurement process;
- Establishes and monitors systems and internal controls for efficient and effective procurement management;
- Ensures that Tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately;
- Reviews procedures for the procurement of works, goods and services carried out by the Agency;
- Reviews and approves contract award recommendations within the specified threshold.

#### **Required Knowledge, Skills and Competencies**

- Knowledge of GOJ Procurement Guidelines and procedures

#### **Minimum Required Qualification and Experience**

- Postgraduate Degree in Management Studies, Public Administration or equivalent qualification;
- Certificate in Public Procurement UNDP/CIPS Level 2 or INPRI Level 3;
- Five (5) years' experience in related field.

Applications accompanied by résumés should be submitted **no later than Monday, 27<sup>th</sup> September, 2021 to:**

**Senior Human Resource Manager  
Management Institute for National Development  
235A Old Hope Road  
Kingston**

Email: [gail.kamicka@mind.edu.jm](mailto:gail.kamicka@mind.edu.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 'MT', with a long, sweeping horizontal line extending to the right.

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