



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 365**

### **OSC Ref. C.6593<sup>4</sup>**

26<sup>th</sup> October, 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 **Senior Public Procurement Officer (Level 8) (Permanent/Contract)** in the **Jamaica Tourist Board**, salary range \$1,926,967 - \$2,408,709 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Manager, Public Procurement, the Senior Public Procurement Officer will be responsible for assisting in the procurement process required for the acquisition of goods and services essential for the operation of the JTB in accordance with the Government of Jamaica procurement guidelines and procedures.

### **Key Responsibilities**

- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization procurement training seminars/workshops;
- Prepares Procurement Plans for Jamaica Tourist Board;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Assesses quotations and makes recommendations for award;
- Ensures that all Jamaica Tourist Board contracts are reviewed by the legal personnel;
- Maintains database with current cost and location of goods, works and services and establishes links with those in other Government Agencies;
- Assists with negotiations involving suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Provides liaison services between the Public Procurement Commission, Ministry of Finance and the Public Service, and the Jamaica Tourist Board Representatives;
- Keeps track of the procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Ensures that the Procurement and Sector Committees submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintained;
- Provides advice to the Manager, Procurement or Head of Corporate Services, on supplier's reliability/suitability and performance;
- 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 procurement practices conform with the relevant Acts.

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

#### **Core:**

- Excellent oral and written communication skills
- Excellent presentation skills
- Strong interpersonal and human relations skills
- Excellent time management, planning and organization skills
- Good analytical/problem solving skills
- Detail-oriented
- Ability to manage multiple concurrent projects
- Ability to use initiative, tact and diplomacy

- Strong team player

***Technical:***

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the JTB's policies, practices and procedures
- Good knowledge of the GOJ policies, practices and procedures relating to Procurement
- Good knowledge of procurement planning and budgeting methods
- Proficiency in Microsoft Office

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND
- Three (3) years related work experience in a similar position

**OR**

- Diploma in Accounting, Business Administration or any related fields
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 2 and from MIND
- Five (5) years work experience in a similar position

**Special Conditions Associated with the Job**

- Pressure working conditions with numerous critical deadlines
- Will be required to visit suppliers to determine the quality of goods to be procured
- Working on weekends and public holidays may be required
- Long hours as usual working conditions
- Must own and operate a reliable motor vehicle

Applications accompanied by résumés should be submitted **no later than Monday, 8<sup>th</sup> November, 2021 to:**

**Senior Manager  
Human Resource Development  
Jamaica Tourist Board  
64 Knutsford Boulevard  
Kingston 5**

**Email: [jtbhrd@visitjamaica.com](mailto:jtbhrd@visitjamaica.com)**

**Please note that only shortlisted applicants will be contacted.**

**Full information on this job can be found on the following website:**

**<https://www.jtbonline.org/lib/SPPO.pdf>**

**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.**

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