



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 393**  
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**18<sup>th</sup> November, 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 **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Commerce Policy Analyst (GMG/SEG 2)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Senior Public Procurement Officer (GMG/SEG 1)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Public Procurement Administrator (GMG/AM 2)**, salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.

1. **Commerce Policy Analyst (GMG/SEG 2)**

**Job Purpose**

Under the supervision of the Director Commerce (GMG/SEG 4), the Commerce Policy Analyst is required to conduct research and design and recommend and implement policies, strategies, initiatives and programmes to facilitate Commerce. Additionally, the incumbent is responsible for providing technical support and research-based recommendations to mitigate gaps in the existing policies. The Commerce Policy Analyst is also required to write Cabinet Submissions, Cabinet Notes, Briefs and Reports on current, emerging and inter-related matters impacting Commerce in the Jamaican and Global environment.

**Key Responsibilities**

***Technical/Professional:***

- Monitors trends and new developments in the global environment to ascertain need for changes in policies or formulation of new ones;
- Determines the need for further policy research and analysis and makes research-based recommendations to mitigate gaps in existing policies;
- Conducts research on emerging issues within the landscape and presents skeletal outline for consideration;
- Conducts studies, surveys, interviews and consultations to inform plans and policies for the Sector;
- Develops policy instruments to effectively address Commerce issues, develops performance indicators and programmes evaluation criteria and methods to track policy impact;
- Plans and arranges consultations, meetings and workshops, as required;
- Liaises with the Senior Legal Officer concerning amendments to existing legislation as necessitated by policy changes;
- Conducts and writes speeches and papers for Local and International Agencies;
- Monitors and prepares reports on Commerce issues and the current status of related programmes and projects;
- Examines and refines information, analyses and reports on the effects of global markets trends on the Commerce in the Domestic Economy and the potential impact on Entrepreneurship;
- Collaborates with the relevant local and international stakeholders to establish and maintain a framework for the co-ordination of data collection, compilation, examination, analyses and dissemination for businesses;
- Analyzes the data collected and provides accurate and timely information in a clear and concise manner, as required;
- Prepares Statistical and Analytical Reports based on data analyses;
- Maintains liaison with stakeholders on policy matters;
- Prepares briefing documents for Jamaica's representatives' participation in local, regional and international meetings, as required;

- Collaborates with internal and external stakeholders to conduct research process as required for preparation of Technical Reports and Briefs;
- Responds to information request from internal and external publics;
- Ensures systems are maintained for the monitoring of issues and for providing data and technical advice on issues of relevance to the portfolio;
- Identifies and indicates areas that may need special or urgent attention to improve efficiency and/or effectiveness;
- Performs any other duties that may be assigned from time to time, for example: organizing and managing special projects or assignments as directed.

***Managerial/Administrative:***

- Identifies resources needed to meet the policy objectives;
- Prepares reports, speeches and Briefs;
- Participates in the Division's policy, visioning, development and performance review sessions, Corporate and Operational Plans and Budget;
- Reviews Corporate and Operational Plans to ensure alignment with MIIC's and GOJ's objectives and the priorities of economic development;
- Evaluates the feasibility of proposed and existing policies, initiates research and analyzes Commerce issues;
- Represents the Ministry at meetings, conferences, workshops and other fora;
- Liaises with various Divisions/Departments of this Ministry and other Ministries/Agencies/Private Sector, in developing policies, plans and projects for the Commerce Sector;
- Prepares draft Annual Work Plan of duties to be considered;
- Responds to requests for information from the Ministry, other Ministries, Agencies and the general public;
- Supplies information to other Ministries, Agencies and stakeholders with regards to Commerce issues;
- Plans meetings and workshops.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Good research, analytical, critical-thinking, problem-solving and decision-making skills
- Good interpersonal, teamwork and co-operation skills
- Possesses good fore-sighting skills to determine opportunities and possible areas of intervention for Government
- Good working knowledge of research methodologies

**Minimum Required Qualification and Experience**

- First Degree in Management Studies, Public Sector Management/Administration or equivalent related discipline;
- Training in Policy Analysis and Management;
- Training in Project Management;
- Two (2) years' experience in a policy related position in the Public Service.

**Special Conditions Associated with the Job**

- Will be required to travel extensively in the execution of duties;
- Must possess a reliable motor vehicle and a valid Driver's Licence.

**2. Senior Public Procurement Officer (GMG/SEG 1)**

**Job Purpose**

Under the direct supervision of the Director 2, Public Procurement (GMG/SEG 2), the Senior Public Procurement Officer (GMG/SEG 1) researches information on prices and procures goods and services requested by the various Departments.

**Key Responsibilities**

- Prepares contracts;
- Co-ordinates Public Procurement Tender Closing and Opening exercises;
- Reviews Tender Evaluation Reports;
- Assesses Quotations and makes recommendation for award;

- Prepares addenda to Tender documents;
- Ensures that all organizations' 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 establishes links with ones in other Government Agencies;
- Assists with negotiation 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 and the Public Service, Office of the Prime Minister (OPM) and Organization's representatives
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- 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's Sector Committee Submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintained;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement;
- Provides guidance to internal/external customers on the Ministry's Procurement Policies and Procedures;
- Develops priority settings for the client;
- Ensures that cheques and Withholding 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 and 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;
- Performs any other duties as directed by the Head of the Division.

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

- Good oral and written communication skills
- Good interpersonal skills and ability to work well in a team
- Ability to work on own initiative
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Government Procurement Guidelines
- Proficiency in the Microsoft Office applications

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

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Three (3) years' experience in related field;

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND
- Three (3) years' experience in related field;

**OR**

- Diploma in Business Administration, Accounting or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Five (5) years' experience in related field.

### **Special Conditions Associated with the Job**

- Will be required to visit suppliers to determine the quantity of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

### **3. Public Procurement Administrator (GMG/AM 2)**

#### **Job Purpose**

Under the general supervision of the Senior Procurement Officer, the Public Procurement Administrator is responsible for providing complete secretarial and administrative support to the Procurement Unit. This includes first point of contact, time management, correspondence disposition and resolution.

#### **Key Responsibilities**

##### ***Technical:***

- Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
- Assists with the preparation of the Unit's Monthly Report for submission;
- Establishes and maintains an efficient filing system;
- Maintains the Unit's Correspondence Logging System;
- Disseminates in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings by:
  - ✓ Arranging Department and Procurement Committee Meetings
  - ✓ Disseminating relevant documents for meetings
  - ✓ Recording and generating accurate and timely Minutes of meetings;
- Makes travel arrangements for Organization officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel requisitions are in place e.g. prices, quotations, necessary signatures are affixed, if necessary return to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are prepared;
- Assists in expediting the movement of Purchase Orders from the Ministry to the Suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders and C.O.D. letters and all other correspondence;
- Prepares purchasing document for dispatch to suppliers; stamps, records and sends Purchase Order requiring GCT exemption to the Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate Invoices that have been submitted for payment;
- Prepares C.O.D letters and Uniform Allowance letters; makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied or the services are provided;
- Answers the telephones, screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Attends to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected are dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheques from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Researches and compiles information as required for various meetings and other occasions;
- Composes and types routine correspondence;
- Assists in sourcing suitable and registered suppliers from which to purchase;
- Schedules and maintains Diary Appointments for the Senior Procurement Officer;
- Assists in obtaining requests for Quotation from suppliers and follows up until they are received;
- Assists in the receipt of goods and supplies to ensure that correct items are delivered;
- Performs any other related duties, which may be assigned.

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

#### **Core:**

- Excellent oral and written communication skills
- Good problem-solving and conflict management skills
- Good people management, interpersonal and customer relation skills
- Good planning and organizing skills
- Strong leadership and management skills
- Ability to work on own initiative

#### **Technical:**

- Typing proficiency at 45 words per minute
- Proficient in the use of relevant computer applications
- Sound knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government/Ministry's Policies, Practices and Procedures
- Excellent computer skills

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

- Diploma in Business Administration/Public Administration/Management Studies/Accounting or any related field;
- Diploma/Certificate from a Secretarial College;
- One (1) year work experience in the related field.

### **Special Condition Associated with the Job**

- Will be required to participate in Retreats/meetings outside of normal working hours, from time to time

Applications accompanied by Résumés should be submitted **no later than Wednesday, 1<sup>st</sup> December, 2021 to:**

**Director, Human Resource Management and Development  
Ministry of Industry, Investment and Commerce  
4 St. Lucia Avenue  
Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.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.**



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