



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 396

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22nd 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 **vacant post of Senior Public Procurement Officer (GMG/SEG 1) in the South East Regional Health Authority (SERHA)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Procurement, 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;
- Assists the Director, Procurement, to set priorities and formulate procedures;
- Advises the Director, Procurement, or Director, Administration and Property Management, on suppliers reliability/suitable and performance;
- 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

Core:

- Good oral and written communication skills
- Good interpersonal skills and ability to work well in a team
- Ability to work on own initiative

Technical:

- 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 relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other 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 other 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 quality of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

Applications accompanied by Résumés should be emailed to: employment@serha.gov.jm no later than **Friday, 3rd December, 2021 to:**

**Director, Human Resource Management and Industrial Relations
South East Regional Health Authority
The Towers, 2nd Floor
25 Dominica Drive
Kingston 5**

For detailed information, please visit: www.serha.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**