



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 41**  
**OSC Ref. C.5851<sup>19</sup>**

**2<sup>nd</sup> February, 2022**

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/be assigned to the following posts in the **University Council of Jamaica**:

1. **Director 1, Public Procurement (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Records Manager (PIDG/RIM 5) – (Not Vacant)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.

**1. Director 1, Public Procurement (GMG/SEG 1)**

**Job Purpose**

The Director 1, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

**Key Responsibilities**

- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with the Divisions and provides advice and support in the preparation of their Unit's Annual Procurement Plans;
- Acts as Procurement Co-ordinator and Lead Evaluator;
- Provides data in the compilation of the Annual Procurement Budget and Annual Work Plan;
- Manages the Annual Procurement Budget and alerts the Executive Director as necessary, to avoid overruns or underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization Procurement Training seminars/workshops;
- Co-ordinates reports for submissions 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 Tendering process;
- Provides advice on Public Procurement matters to officers;
- Provides the Finance Unit with the necessary assistance and information as it relates to the 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 and procedures are 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;
- Certifies all invoices, Payment Orders prior to submitting to the Finance Unit;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the organization to be exempted from these taxes;

- Ensures that all funds allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to the Procurement guideless of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economical manner;
- Informs the relevant offices of changes in the Government Procurement guidelines and procedures and ensures implementation is effected within the Department;
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
- Monitors orders and re-order levels in order to minimise incidence of extravagance and waste.

### **Human Resource**

- Monitors and evaluates the performance of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Unit and recommends transfer, promotions, terminations 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;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goal;
- Performs any other duties assigned from time to time.

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

- Sound knowledge of Government Procurement Guidelines and the Financial Administration and Audit (FAA) Act
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for awards
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Good knowledge of computer applications
- Sound integrity
- Excellent oral and written communication skills
- Excellent interpersonal, people management and customer relations skills
- Excellent team player
- Good negotiating skills
- Ability to work under pressure and meet deadlines
- Good problem-solving and decision-making skills
- Excellent time Management skills

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

- Bachelor's Degree in Management Studies, Business Administration, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
- Five (5) years' experience in a similar position;

## **2. Records Manager (PIDG/RIM 5)**

### **Job Purpose**

To develop, implement and maintain a comprehensive Records Management System for the University Council of Jamaica.

### **Key Responsibilities**

- Develops and maintains computerized and manual Records Management systems for the UCJ's official documents, including the on-going design, implementation, and management of an imaging system;
- Conducts needs assessments to identify document management requirements of departments or end users;
- Develops Work Plan for the Records Management function and reviews, evaluates, and makes recommendations on work products, methods, procedures, and policies;
- Develops or configures document management system features, such as user interfaces, access profiles, and document workflow procedures;
- Participates in the development, implementation, and maintenance of policies and procedures for the recording, indexing, filing, and retrieving of active documents and the storage of inactive documents;
- Determines document management policies to facilitate efficient, legal, and secure access to electronic content;
- Develops a document or content classification taxonomies to facilitate information capture, search, and retrieval;
- Assists in the assessment, acquisition, or deployment of new electronic document management systems;
- Implements electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists;
- Administers document and system access rights and revision control to ensure security of system and integrity of master documents;
- Reviews and updates the UCJ's records retention schedules and vital records, including working with staff to inventory records;
- Provides for and administers the appropriate destruction of records;
- Co-ordinates requests for public records submitted under the Access to Information Act within guidelines stipulated by the Act;
- Researches records to prepare reports and provides follow-up information to customer and staff inquiries, as well as schedules and co-ordinates review of records;
- Participates in development of training materials, and assists in departmental and organization-wide training sessions on Records Management related topics and e-mail/internet policy;
- Co-ordinates training for and train users on the operation of the Electronic Records Management System;
- Communicates and ensures compliance with the UCJ's policies and procedures pertaining to the distribution of proprietary and confidential information and documentation to the public;
- Serves as liaison to all Departments on Records Management related issues;
- Co-ordinates the work of Records Management staff, providing guidance and direction regarding proper Records Management practices and procedures;
- Agrees on objectives and performance targets with staff supervised and conducts interim and Annual Performance Appraisals;
- Reviews all UCJ documented information to ensure that they conform to QMS policy and procedure;
- Supports the training and orientation of all company personnel in the documented company policies;
- Assists with the maintenance of the UCJ's Management review, Audit and Risk Assessment schedules;
- Archives and maintains the company library of QMS resources;
- Assists in identifying proactive solutions by collecting and analyzing quality data
- Performs other related functions as directed.

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

- Knowledge of applicable laws and regulations
- Knowledge of principles and practices of records management including records retention laws/guidelines
- Knowledge of manual and electronic records management systems
- Methods and techniques of document indexing and coding
- Sound oral and written communication skills
- Sound interpersonal skills, including providing coaching and counselling
- Sound decision-making and problem solving skills
- Excellent written and oral communication skills

- Sound Integrity and maintain strict confidentiality
- Customer and Quality Focus
- Strong organisational, research and analytical skills
- Proficiency in the use of Microsoft Office applications
- Ability to work well under pressure

**Minimum Required Qualification and Experience**

- A Bachelors' Degree in Library and Information Studies, from a recognized university; or a related degree.
- Certificate in Records Management.
- A minimum of three (3) years' experience working as a Records/Information Manager, Librarian or in a related field.

Applications accompanied by résumés should be submitted **no later than Tuesday, 15<sup>th</sup> February, 2022 to:**

**Director, Human Resource & Administration,  
The University Council of Jamaica  
31 Windsor Avenue  
Kingston 5**

Email: [jobs@ucj.org.jm](mailto:jobs@ucj.org.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**