



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 72
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18th 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 **Ministry of Local Government and Rural Development**:

1. **Public Procurement Officer (GMG/AM 3) – Public Procurement Branch – (Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
2. **Administrative Assistant (GMG/AM 3) – Finance and Accounts Division – (Not Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

1. Public Procurement Officer (GMG/AM 3)

Job Purpose

The Public Procurement Officer, under the general supervision of the Director 3, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act, 2015).

Key Responsibilities

Technical/Professional:

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Branch at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to The Contractor General's Office (QCA Report);
- Maintains a Data Base of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents in the Procurement Process Management;
- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing Request For Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all wards and Departments for the procurement of goods;
- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;

- Developments and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal Monthly Reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica to be zero-rated;
- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government/Agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for Procurement Meetings;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Excellent oral and written communication skills
- Good interpersonal relations
- Teamwork and co-operation
- Initiative
- Good people management skills
- Good problem-solving and decision-making skills
- Good time management skills

Technical:

- Extensive Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years Procurement experience in a similar position.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work long hours, including weekends and public holidays.

2. Administrative Assistant (GMG/AM 3)

Job Purpose

Reporting to the Principal Finance Officer, the incumbent is responsible for organizing and administering a range of activities by ensuring that all administrative matters within the Finance and Accounts Section are adequately strengthened to meet the needs for delivery of services.

Key Responsibilities

Technical/Professional:

- Receives and routes all correspondence referred to the Office of the Principal Finance Officer and ensures that all matters are attended to and dispatched promptly to the relevant Directors and other officers;
- Classifies correspondence received from the Principal Finance Officer;

- Establishes and maintains an electronic and hard copy Filing System for control of confidential documents such as Cabinet Submissions, Executive Management Information, Estimates of Expenditure, Monthly Warrants and Policy Matters;
- Prepares drafts of Cabinet Submissions, letters, charts inclusive of Organograms etc., from general instructions given by the Principal Finance Officer;
- Drafts and types standard letters/memoranda;
- Monitors and operates fax machine to ensure that faxes are dispatched promptly to the relevant officers in the Section;
- Maintains and prioritizes the Principal Finance Officer's Diary on a daily basis and ensures that he/she is kept abreast of important dates and deadlines;
- Co-ordinates meetings with Municipal Corporations, the Agencies and Principal Finance Officer to resolve Auditor General's Report on the Municipal Corporations and the Agencies;
- Advises Heads of Section and other relevant officers on the scheduled date of meetings as directed;
- Conducts research of information as is required in the preparation of meetings;
- Ensures that the Conference Rooms are always booked to accommodate meetings, and organizes refreshments, where necessary;
- Plans, co-ordinates and finalizes travel arrangements for the Principal Finance Officer and ensures that all reports etc., are received and the information collated and documented as requested;
- Conducts research to seek information needed for presentation at scheduled conferences or meetings;
- Makes contact with Heads of Section, Chief Executive Officer or other Senior Officers to ensure that all relevant data is available to prepare the reports required;
- Liaises with the Directors within the Finance and Accounts Section to ensure that Departmental Reports on specific areas are available by the due dates;
- Prepares summary of reports received for presentation at the Senior Managers meetings;
- Ensures that the Directors are reminded of the deadlines to produce reports;
- Ensures that there is follow-up action on the tasks being monitored by the Principal Finance Officer, which is needed for presentation at the Senior Management Meetings and to external Agencies such as the Auditor General's Department;
- Contacts Senior Officers within the Ministry, its Agencies and the Municipal Corporations to follow up on audit queries addressed to the Principal Finance Officer and ensures that he/she receives responses promptly;
- Conducts preliminary interviews with persons desiring to see the Principal Finance Officer, by screening callers and refers complaints to the appropriate offices for attention where necessary;
- Participates in the prioritizing of appointments/engagements with officials in other Ministries, Departments and other organizations, ensuring that the Principal Finance Officer is kept abreast and reminded of these scheduled dates;
- Provides administrative support for meetings chaired by the Principal Finance Officer by typing and producing notes of these meetings for circulation;
- Prepares letters to the Ministry of Finance and the Public Service in respect of the Ministry or any of the Municipal Corporations or Agencies requesting to open a new bank account or make any changes to the existing banking mandate;
- Liaises with the Operational and Project Fund Managers and ensures that all documents relating to budgetary matters are perused and signed by the Principal Finance Officer;
- Prepares letters and signature cards for the addition or removal of signature to the banking mandate of the Ministry for submission to the relevant banks;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Good integrity/ethics exercised in the performance of duties

Functional:

- Excellent knowledge of protocol for meetings
- Excellent shorthand and typing skills
- Proficiency in the use of relevant computer applications
- Sound planning and organizing skills
- Sound judgment and initiative

Minimum Required Qualification and Experience

- Diploma in Secretarial Studies and Certificate in Administrative Studies;
- or
- Certificate in Public Administration;
- Three (3) years' experience in the field.

Applications accompanied by résumés should be submitted **no later than Monday, 28th February, 2022 to:**

Senior Director
Human Resource Management and Development
Ministry of Local Government and Rural Development
61 Hagley Park Road
Kingston 10

Email: hrd@mlgcd.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