



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 110
OSC Ref. C. 5850¹³

18th March, 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 the **vacant post of Director, Public Procurement (Level 12)** in the **Corporate Services Division, Rural Water Supply Limited (RWSL)**, salary range \$1,979,882 - \$2,474,852 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Director, Corporate Services, the Director, Public Procurement, has the responsibility to ensure that goods and services required by the Ministries/Departments/Agencies are procured and delivered as requested in accordance with Government of Jamaica (GOJ) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

Management/Administrative

- Provides advice to the Director, Corporate Services, other Directors and Managers, on Procurement policies and procedures;
- Participates in the Operational Plan and Work Programmes;
- Advises the Officer responsible for Administration and Property Management of suppliers' reliability/suitability and performance;
- Attends meetings of the Procurement Committee;
- Represents the Organization at conferences, workshops and seminars;
- Monitors and ensures that effective and up-to-date Procurement records are maintained;
- Monitors and ensures that Procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Rural Water Supply Limited (RWSL);
- Acts as Purchasing Agent on behalf of RWSL, as well as local funded projects;
- Prepares/Reviews policies and procedures for the entity;
- Evaluates the performances of the Procurement process along with the Head of the Division and Committee members.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts Organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance with the GOJ standards and 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;
- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews Reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to 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;
- Prepares Budget for the Unit;
- Certifies all invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance Department;
- Acquires clearance letter from the National Insurance Scheme (N.I.S.), National Housing Trust (NHT) and Tax Compliance Certificate from the Tax Administrator Jamaica for the Organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to Procurement guidelines 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 economic manner;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensures implementation is effected within the entity;
- Liaises with representatives of funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists Senior Directors in developing guidelines for establishing priorities in the allocation of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service (MoFPS) for all goods purchased by the entity inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource:

- Monitors and evaluates the performances 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 Division/Unit and recommends transfers, 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;
- Ensures the welfare and developmental needs of staff in the Branch/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Chairs Tender Opening exercises conducted at the Organization;
- Participates in the evaluation of Tenders;
- Performs any other related duties assigned by the Director, Corporate Services, from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem-solving skills

Technical:

- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiently in the relevant computer application software

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 3 or INPRI Level 4 from MIND;
- Five (5) years related work experience in procurement of goods and services;

OR

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
- Five (5) years related work experience in procurement of goods and services;

OR

- Diploma in Accounting, Business Administration or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
- Seven (7) years related work experience in procurement of goods and services.

Special Condition Associated with the Job

- Extensive travelling island-wide.

Applications accompanied by résumés should be submitted **no later than Thursday, 31st March, 2022 to:**

**Manager, HR/Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Fax: 876-908-0414

Email: info@rwslja.com

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**