



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 113

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22nd 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 (GMG/SEG 3)** in the **Public Procurement Branch, Ministry of Science, Energy and Technology**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Principal Director, Corporate Services, the Director, Public Procurement has responsibility for ensuring that goods and services required by the Ministry and its Agencies are procured and delivered as requested in accordance with the Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

Management/Administrative

- Provides advice to the Principal Director, Corporate Services, other Directors and Managers on procurement policies and procedures;
- Prepares the Operation Plan, Work Programmes and Budget for the Unit;
- Advises the Director, Administration and Office Services and the Property Manager on suppliers reliability/suitability and performance;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.

Technical/Professional

- Co-ordinates and conducts organization procurement training seminars/workshops;
- Ensures that tender documents are prepared in accordance with GOJ standards and are disseminated timely and accurately;
- Oversees the Contract Award and tendering processes;
- Reviews and approves contract award recommendations within the specified threshold;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and principles of the procurement guidelines and procedures are complied with;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform with the Procurement guidelines and the FAA Act;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the Ministry of Science, Energy and Technology inclusive of cost and locations supplied;
- Represents the organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Management

- Develops and manages the overall performance of the Division and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance.

Required Knowledge, Skills and Competencies

Core/Technical

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of Procurement Guidelines
- Sound knowledge of the Finance, Administration and Audit (FAA) Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems
- Strong customer relations skills and quality focus
- Good oral and written communication skills
- Strategic vision and analytical thinking
- Problem solving and decision-making skills
- Team work and co-operation
- Planning and organizing skills
- Good negotiating skills
- Leadership and people management skills
- Ability to manage external relationships
- Sound integrity and ethical principles

Minimum Required Education and Experience

- B.Sc. 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 and 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 and MIND;
- Five (5) years related work experience in procurement of goods and services.

OR

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

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later Monday, 4th April, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Science, Energy and Technology
PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: careers@mset.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**