



CIRCULAR No. 161
OSC Ref. C.4858⁴²

20th April, 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 Agriculture and Fisheries (MOAF)**:

1. **Senior Public Procurement Officer (GMG/SEG 1) (Not Vacant)** in the **Public Procurement Branch**, salary range \$1,640,253 - \$1,949,746 per annum, with the applicable allowance(s) attached to the post.
2. **Senior Procurement Officer (GMG/AM 4) (Vacant)** in the **Procurement Branch**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
3. **Administrative Officer (GMG/AM 2) (Not Vacant)** in the **Public Procurement Branch**, salary range \$1,025,878 - \$1,219,446 per annum, with the applicable allowance(s) attached to the post.
4. **Public Procurement Administrator (GMG/AM 2) (Vacant)** in the **Procurement Branch**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

1. **Senior Public Procurement Officer (GMG/SEG 1)**

Job Purpose

Under the direct supervision of the Director – Public Procurement (GMG/SEG 3), the Senior Public Procurement Officer (GMG/SEG 1), executes the procurement of goods, consulting and non-consulting services and building construction works requested by the various Departments within the Ministry.

Key Responsibilities

Management/Administrative:

- Ensures that cheques and Withhold 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 are conducted in accordance with GOJ Public Procurement Act (2015).

Technical/Professional:

- Prepares contracts in accordance with GOJ Public Procurement Handbook (2014);
- Co-ordinates public procurement tender closing and opening exercise;
- Co-ordinates evaluation and contract award on E-tendering Platform;
- Prepares Tender Evaluation Reports for review;
- Assesses bid submissions and makes recommendations for award;
- Prepares addenda to tender documents in accordance with GOJ Public Procurement Act (2015);
- Ensures that all Organization’s contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Assists in preparing 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 and Organization representatives.
- Reviews all Tender Reports for submission to the Public 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 the Public Procurement Committee and the Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained;
- Assists the Director, Public Procurement to set priorities and to formulate procedures;
- Advises the Director, Public Procurement or Director, Administration & Property Management on supplier's reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to internal/external customer on the Ministry's procurement policies and procedures;
- Develops priority settings for the client
- Liaises with the Accounts and Finance Division to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.

Human Resource:

- Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective actions where necessary to improve performance and/or attaining 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 development needs of staff in the Division/Unit are clearly identified and addressed;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.

Other:

- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Collates monthly purchasing report of Ministry's purchasing activity;
- Performs any other duties as directed by the Director, Public Procurement

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good teamwork and co-operation skills
- Ability to work on own initiative
- Good inter-personal skills
- Managing the client interface
- Meticulous
- Integrity
- Professionalism

Technical:

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- Diploma in Business Administration, Accounting or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

Special Conditions Associated with the Job

- Motor Vehicle required in traveling island wide to conduct site visits meetings. Etc.
- May be required to work beyond normal working hours and on weekends

2. Senior Procurement Officer (GMG/AM 4)**Job Purpose**

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Senior Procurement Officer (GMG/AM 4) researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities***Management/Administrative***

- Assists the Procurement Manager to set priorities and to formulate procedures;
- Advises the Procurement Manager or Principal Finance Officer of suppliers reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Procurement Manager;
- Provides guidance to Internal/External customer on the Ministry's Procurement policies and procedures;
- Develops method of settling payment for the client;
- Ensures that payments are made to the supplier after goods are received in good condition and according to purchase order;
- Ensures that procurement practices conform with the relevant Acts;
- Establishes and maintains an Inventory Listing of equipment bought etc.;
- Advises on the reliability and performance of suppliers.

Professional/Technical

- Sources suitable and registered suppliers from which to purchase;
- Ensures that purchases are made within the Procurement Guidelines given by the Ministry of Finance and the Public Service;
- Investigates suppliers' performances, capability and how competitive their prices are;
- Seeks Pro-forma Invoices from reputable suppliers and follows-up until they are received;
- Issues Purchase Orders;
- Prepares Commitment and Payment Vouchers and submits for payment;
- Monitors orders to ensure payment;
- Collects items and ascertain that the quality and quantity received is in accordance with Purchase Order.

- Ensures that supplies are delivered and that items are properly accounted for;
- Maintains records of goods in storage prior to delivery to the various Departments;
- Maintains a Filing System;
- Assists with typing letters and reports as directed by the Procurement Manager;
- Makes photocopies of documents, collates and files documents;
- Collects receipts and clears advance payments;
- Liaises with internal and external Customers;
- Checks Pro-forma Invoices for correctness before sending them to the Procurement Manager;
- Prepares and submits documents to Accounts Division for the clearing of advances;
- Prepares and submits Quarterly Reports to the Office of Contractor General (OCJ);
- Prepares and distributes Tender Documents for the procurement of goods and services;
- Prepares PMAS reports for staff members;
- Supervises staff;
- Performs any other duties as directed by the Head Procurement Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Ability to work in team
- Ability to work on own initiative

Functional/Technical:

- Knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Procurement Guidelines
- Proficient in relevant computer software applications

Minimum Required Qualification and Experience

- Diploma in Business Administration or Management Studies
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of two (2) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

OR

- Certificate in Public Administration
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- Minimum of three (3) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

OR

- MIND certification in Procurement and Supplies Management
- Minimum of three (3) years' experience in Procurement
- Minimum of two (2) years' experience in Administration

3. Administrative Officer (GMG/AM 2)

Job Purpose

Under the direction of the Procurement Manager (GMG/SEG 2), the Administrative Officer (GMG/AM 2) will provide secretarial and administrative duties and also administer a range of activities within the Procurement Unit.

Key Responsibilities

Professional/Technical

- Types confidential correspondences and other material;
- Receives, opens, registers and sorts incoming correspondence;

- Checks and directs all correspondence and ensures that all important matters are dealt with;
- Receives and directs visitors;
- Types letters, reports and memoranda;
- Composes and sends faxes as instructed;
- Receives, directs and makes telephone calls and takes messages as required;
- Makes photocopies of documents, collates and file for subsequent use;
- Types Monthly Reports re: purchase of goods and services done by the Procurement Unit for the Ministry's Records and submissions to the Ministry of Finance and the Public Service;
- Attends meetings, records and reproduces Minutes of the meetings;
- Assists in sourcing suitable and registered suppliers;
- Assists with the requisition of quotations from suppliers to obtain goods at the lowest prices;
- Establishes and maintains accurate Filing System
- Schedules and maintains Diary appointments for the Procurement Manager;
- Assists in obtaining requests for quotation from suppliers and follows up until they are delivered;
- Updates the Leave Record for the Unit and prepares Monthly Attendance Report;
- Assists with the acquisition of clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Tax Administration Jamaica for the Ministry of Agriculture and Fisheries to be exempted from these taxes.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Good problem solving and conflict management skills
- People Management skills
- Good interpersonal skills
- Good customer relation skills
- Strong leadership and management skills
- Ability to work on own initiative

Technical

- Typing proficiency at 45 words per minute
- Proficient in the use of relevant computer applications
- Sound knowledge of the principles and practices of Human Resource Management and Administration
- Knowledge of the operations of Government/Ministry's Policies, Practices and Procedures
- Excellent computer skills

Minimum Required Qualification and Experience

- Diploma/Certificate in Business Administration/Public Administration/Management Studies
- Diploma /Certificate from a Secretarial College
- A minimum of two (2) years' experience in related field

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Procurement Manager (GMG/SEG 2), the Public Procurement Administrator (GMG/AM 2) is responsible for providing complete secretarial and administrative support to the Procurement Unit. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Organization by:
 - ✓ Preparing reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC

- ✓ Assisting with the preparation of monthly report for submission.
- Maintains records in accordance to the FAA Act, etc by:
 - ✓ Organizing and maintaining Filing System
 - ✓ Maintaining correspondence Logging System
- Disseminates all incoming and outgoing correspondence;
- Co-ordinates meetings by:
 - ✓ Arranging Department and Procurement Committee meetings
 - ✓ Disseminating relevant documents for meetings
 - ✓ Recording and generating accurate and timely Minutes for meetings
- Makes travel arrangements for Organization officers;
- Has responsibility for organizing all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system prior to preparation of Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel requisitions are in place e.g. prices, quotations and necessary signatures are affixed. If necessary, returns to originating Department of Purchase Requisition for authorized signature or other information required;
- Assists with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains proper Records Management for Purchase Requisitions, Purchase Orders, and C.O.D. Letters;
- Prepares Purchasing documents for dispatch to suppliers, stamps, records and send Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists suppliers to locate invoices that have been submitted for payment;
- Prepares C.O.D Letters and Uniform Allowance Letters, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied or e-services are provided;
- Answers the telephones and screens calls and direct callers to the appropriate persons or use initiative to assist callers where possible;
- Attends to the suppliers when they come to collect orders or makes inquiries re orders and orders that are not collected, or dispatched by messenger or the post;
- Assists with taking information from Shipping Agents, receiving shipping documents from Courier Services and delivering them to the Custom Broker;
- Receives cheques from the Accounts Department for overseas suppliers and send via Courier Service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs other similar and related tasks as required, or as assigned by the Procurement Director.

Required Knowledge, Skills and Competencies

Core

- Sound communication and interpersonal skills
- Good organizational skills
- Ability to take own initiative and be as elf starter
- Ability to maintain confidentiality
- Good command of the English language
- High degree of integrity and diplomacy

Technical

- Good knowledge of the FAA Act.
- Good knowledge of the Procurement Guidelines

- Good knowledge of the operations of government
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing

Minimum Required Qualification and Experience

- Diploma in Business Administration/ Management Studies/ Accounting or any related field;
- One (1) year of working experience in the related field.

Special Conditions Associated with the Job

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd May, 2022 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@moa.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