



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 197
OSC Ref. C.6634/S9²

25th May, 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 **Public Procurement Officer (Grade 5)** in the **Management Institute for National Development (MIND)**, salary range \$1,396,022 - \$1,930,381 per annum and any allowance(s) attached to the post

Job Purpose

The incumbent will plan and co-ordinate the timely and cost-effective procurement of equipment, materials and services, in accordance with the Government of Jamaica's (GoJ's) Procurement Guidelines and the Agency's policies, procedures and quality standards.

Key Responsibilities

- Ensures all Agency's procurement are in complete compliance with GoJ's and Agency's guidelines;
- Obtains resources and Quotations and secures competitive Bids for goods and services;
- Facilitates the preparation and submission of Purchase Orders and service contracts in accordance with the Agency's reporting requirements and GoJ Guidelines;
- Anticipates Agency's needs and requirements by keeping abreast of market and product trends and developments and makes recommendations for adoption as appropriate;
- Sources goods and services and negotiates prices and contracts;
- Ensures the proper and correct filing of all information regarding procurement, to facilitate easy access;
- Works with the Finance and Accounts Unit to ensure that vendors are paid on schedule;
- Maintains Contracts and Procurement Records;
- Prepares Monthly Procurement Reports;
- Prepares Quarterly Contract Award (QCA) Reports for submission to the Integrity Commission in the specified timeframe;
- Participates as a member of the Agency's Procurement Committee.

Required Knowledge, Skills and Competencies

- Excellent knowledge of GoJ Procurement Guidelines
- Excellent negotiation skills
- Good knowledge about the application and implications of Contract Law and other procurement related legislation
- Excellent Records Management skills
- Good planning, organizing and project management skills
- Excellent time management skills
- Excellent decision-making skills
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or equivalent qualification/training;
- Three (3) years Procurement experience in a similar position.

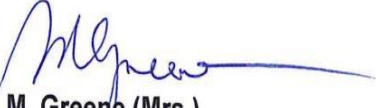
Applications accompanied by résumés should be submitted **no later than Tuesday, 7th June, 2022 to:**

Senior Manager, Human Resource Management
Management Institute for National Development
235A Old Hope Road
Kingston 6

Email: hr@mind.edu.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)