



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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1st June, 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 following **vacant** posts in the **Houses of Parliament**:

1. **Director 2, Public Procurement (GMG/SEG 2)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.
2. **Senior Public Procurement Officer (GMG/SEG 1)**, salary range \$1,640,253 - \$1,949,746 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3)**, salary range \$1,229,060 – \$1,460,966 per annum and any allowance(s) attached to the post.
4. **Public Procurement Administrator (GMG/AM 2)**, salary range \$1,025,878 – \$1,219,446 per annum and any allowance(s) attached to the post.
5. **Transcriptionist (OPS/SS 3) (5 Posts)**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post

1. Director 2, Public Procurement (GMG/SEG 2)

Job Purpose

Under the general supervision of the Director, Corporate Services, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the Houses of Parliament are procured and delivered as requested in accordance with the Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

Management/Administrative:

- 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;
- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Liaises with Divisions and Branches and provides advice and support in the preparation of Annual Procurement Plans;
- Provides data in the compilation of the Annual Procurement Budget and Annual Strategic and Operational Plan;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Manages the Annual Procurement Budget and makes recommendations as necessary as necessary, to avoid overruns and underutilization;
- Co-ordinates and conducts procurement compliance reviews;
- Assists the Director, Corporate Services to set priorities and to formulate procedures;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinates reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General, the Public Procurement Commission and the Cabinet as required;
- Co-ordinates and administers internal procurement practices and procedures in ensuring that controls are in place, effective and are being monitored;
- Maintains data file with Government of Jamaica Procurement Guidelines and Procedures;
- Provides liaison services between the Public Procurement Commission, the Ministry of Finance and the Public Service and internal organization representatives.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;

- Co-ordinates and conducts Organization's procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, OGG, PPG and Cabinet;
- Ensures that Tender Documents are prepared in accordance to GOJ standards, 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 Houses of Parliament at PPG Sector Committee, PPG, 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 Houses of Parliament;
- Reviews reports for submission to MOFPS, PPG, OGG and Cabinet;
- Provides the Finance and Accounts Branch with the necessary assistance and information as it relates to the 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 procurements guidelines and procedures and 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 and Accounts Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the Houses of Parliament 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 improvements 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 Houses of Parliament;
- 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 the Directors in developing guidelines for establishing priorities in the allocations of resources;
- 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 Houses of Parliament 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 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 Unit and recommends transfer, 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 skills in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goals;
- Chairs Tender Opening Exercises conducted at the Houses of Parliament;
- Participates in the Evaluation of Tenders;
- Performs any other duties assigned as directed by the Director, Corporate Services.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation 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 Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency 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 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

- Visit Suppliers to determine the quality of goods to be procured and to receive quotations;
- May be required to work beyond normal working hours and on weekends.

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

Job Purpose

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

Key Responsibilities

Management/Administrative:

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercises;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendations for award;
- Prepares Addenda to Tender documents;
- Ensures that all Organization contracts are reviewed by the Legislative Counsel;
- Maintains Contract Register;
- Prepares 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 negotiations with Suppliers/Contractors to obtain best prices and value for money;
- Liaises with the Finance Branch to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Public Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and Organization Representatives;

- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and the 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 Procurement Committee and Organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director 2, Public Procurement to set priorities and to formulate procedures;
- Advises the Director 2, Public Procurement or Facilities Manager on Suppliers' reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director 2, Public Procurement;
- Provides guidance to internal/external customers on the Houses of Parliament's procurement policies and procedures;
- Develops priority settings for the client;
- 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 conform with the relevant Acts;
- Liaises with the Finance Branch to ensure that Supplier's Invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.;
- Advises on the reliability and performance of Suppliers;
- Performs any other duties as directed by the Head of the Division;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director 2, Public Procurement.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good interpersonal skills

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 of Science Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics, or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years related work experience in procurement of goods and services.

OR

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

OR

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Five (5) years related work experience in procurement of goods and services.

Special Conditions Associated with the Job

- Visit Suppliers to determine the quality of goods to be procured and to receive quotations;
- May be required to work beyond normal working hours and on weekends.

3. Public Procurement Officer (GMG/AM 3)

Job Purpose

The Public Procurement Officer under the general supervision of the Director 2, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica's Procurement Guidelines and Procedures (Public Procurement Act, 2015).

Key Responsibilities

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified Suppliers;
- Represents the Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement records in good order to facilitate audits and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a Database of all bonds and insurances and ensures that they are current at all times and take responsibility for the safekeeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and Suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with the relevant Units 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 within mandated procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Units for the procurement of goods.

Vendor Management:

- Maintains a list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery time, etc.) and communicate results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend 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.

Procurement Reporting

- 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.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Good oral and written communication skills
- Interpersonal relations
- Teamwork and co-operation
- Initiative
- People Management skills

- Good problem-solving and decision-making skills
- Good time management skills

Technical:

- Excellent knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of Contract Administration
- Ability to research and evaluate technical proposals and recommends 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 of procurement experience in a similar position.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- Required to work long working hours including weekends and Public Holidays.

4. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director 2, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/ administrative support. This includes the first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Houses of Parliament:
 - ✓ Prepares reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC;
 - ✓ Assists with the preparation of Monthly Reports for submission;
- Maintains records in accordance to the FAA Act, etc.:
 - ✓ Organizes and maintains Filing System;
 - ✓ Maintains correspondence logging system;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates meetings:
 - ✓ Arranges Department and Procurement Committee Meetings;
 - ✓ Disseminates relevant documents for meetings;
 - ✓ Records and generates accurate and timely Minutes of meetings;
- Makes travel arrangements for Houses of Parliament Officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channeled through the proper system before typing the Purchase Orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, return to the 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;
- Assists to expedite the movement of Purchase Orders from the Houses of Parliament to the Suppliers;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assist users with preparing Purchase Requisitions correctly;
- Maintains proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares Purchasing document for dispatch to Suppliers, stamp, record and send Purchase Order;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Section;
- Assists suppliers to locate invoices that have been submitted for payment;

- Prepares C.O.D. Letters, makes records in the required books and takes them to the Accounts Unit;
- Follows up on C.O.D. Letters, ascertain re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied or services are provided;
- Answers the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers, where possible;
- Attends to the Suppliers when they come to collect orders or make inquiries reorders and orders that are not collected are dispatched by messenger or the Post;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Customs Broker;
- Receives cheque from the Accounts Unit for Overseas Suppliers and send via Courier service to the respective suppliers or make 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;
- Performs any other related duties that maybe assigned by the Director 2, Public Procurement.

Required Knowledge, Skills and Competencies

- Sound communication and interpersonal skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in: -MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English Language
- A high degree of integrity and diplomacy

Minimum Required Qualification and Experience

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

Special Conditions Associated with the Job

- Participation in retreats/meetings outside of normal working hours may be required from time to time.

5. Transcriptionist (OPS/SS 3) (5 Posts)

Job Purpose

Under the general supervision of the Chief Hansard Reporter, the Transcriptionist records and produces typewritten Verbatim Notes of the meetings of the Houses of Parliament and its Committees.

Key Responsibilities

Technical/Professional:

- Provides transcription services for special committee meetings, retreats and conferences;
- Listens to recordings and produces accurate Verbatim Notes of meetings of the Houses of Parliament, the Senate and its Parliamentary Committees;
- Ensures accuracy of transcribed text by reviewing spelling, grammar and punctuation prior to submission for checking and vetting by the Hansard Editing Section.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Keen attention to detail
- A highly developed knowledge of English usage, grammar, spelling and construction, sufficient to accurately reflect the spoken word in text
- Strong listening and typing skills
- Excellent interpersonal and team-building skills
- Experience in the use of standard computer applications particularly Microsoft Office Suite
- Experience in the use of recording devices and equipment

- General knowledge of local and international current affairs
- Ability to work with a variety of persons and personalities
- An understanding of the Jamaican Parliamentary process
- Well-developed emotional intelligence
- Ability to work independently and meet deadlines
- Ability to perform under stress when confronted with emergency, critical and unusual situations in which speed, accuracy and sustained attention are essential.

Minimum Required Qualification and Experience

- Diploma/Associate Degree in Public Administration, Communication or other related field;
- Training in the use of ICT applications;
- Training in stenograph writing would be an asset;
- Typing speed at a minimum of 120 words per minute;
- Three (3) years of experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14th June, 2022 to:**

**Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston**

Email: clerk@japarliament.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**