



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 277

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1st July, 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 Senior Public Procurement Officer (GMG/SEG 1) in the Administration and Special Services Division, Office of the Prime Minister**, salary range \$1,640,253 -1,949,746 per annum and any allowance(s) attached to the post.

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 Divisions/Units.

Key Responsibilities

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Ministry contracts are reviewed by the Legal Services Unit;
- Maintains Contract Register;
- Prepares Procurement Plans for the Ministry;
- Maintains database with current cost and location of goods, works, and services and establish links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance and Accounts 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 Public Procurement Commission (PPC), the Ministry of Finance and the Public Service, Office of the Prime Minister and Ministry's representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Ministry Sector Committee, Contracts Committee;
- 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 Procurement Committee and Ministry 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 the Director, Administration and Special Services on suppliers reliability/suitable and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director 2, Public Procurement;
- Provides guidance on the Ministry's Procurement policies and procedures to internal/external customers;
- 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 and Accounts Division 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 Director 2, Public Procurement;

- 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;
- Excellent problem solving and negotiation skills;
- Ability to work as a team;
- Ability to work on own initiative;
- Good inter-personal and customer relations skills.

Technical

- Excellent Database management skills;
- Knowledge of the Government Public Procurement Act 2015 & Regulations;
- Knowledge of the stipulations of the FAA Act;
- Knowledge of the Ministry's Policies, Practices and Procedures;
- Knowledge of the Procurement Guidelines;
- Proficiency in the relevant computer application software Microsoft Office Suite (Word, Excel, PowerPoint).

Minimum Required Qualification and Experience

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field from an accredited tertiary institution;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years experience in related field.

OR

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

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 experience in related field..

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

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**