



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 347
OSC Ref. C. 6272¹⁶

17th August, 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 Administrator (GMG/AM 2) in Administration and Special Services Division, Office of the Prime Minister**, salary range \$ 1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

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 first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Prepares reports for submission to the Ministry of Finance and the Public Service, the Integrity Commission and the Public Procurement Commission;
- Prepares monthly reports (Public Reporting System) for submission to the Office of Public Procurement Policy;
- Maintains Procurement Records in accordance with the FAA Act and Procurement Act, etc.;
- Co-ordinates Procurement Committee Meetings;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed;
- Prepares typed Purchase Orders for goods/works/services;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Co-ordinates the movement of Purchase Orders from the Ministry to the Suppliers;
- Provides support to users in preparing Purchase Requisitions;
- Maintains proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. Letters.;
- Prepares purchasing document for dispatch to suppliers, stamps, records and sends Purchase Orders requiring GCT Exemption to GCT Office;
- Dispatches copies of Purchase Requisitions to Divisions/Units;
- Follows-up on payments and notify Suppliers;
- Ensures that the Tender Log and Assignment Logs are updated;
- Ensures that files are created upon assignment of Tender by the Documentation, Information and Access Services before Officers commence the Procurement Process;
- Disseminates all incoming and outgoing correspondences to the relevant personnel;
- Answers the telephones and screens calls and directs callers to the appropriate person or use initiative to assist callers, where possible;
- Assists with taking information from Shipping Agents, receiving shipping documents from Courier Services and delivering them to the Custom Broker.

Required Knowledge, Skills and Competencies

- Knowledge of the Procurement Act 2015 and GoJ Public Procurement Regulations, 2018
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills (Good command of the English Language)
- Excellent planning and organising skills
- Excellent report writing and presentation skills
- Good research, analytical and problem solving skills
- Ability to take own initiative and be a self starter
- Proficient in computer applications, Micorsoft Office Suite (Word, Excel, Powerpoint).

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.

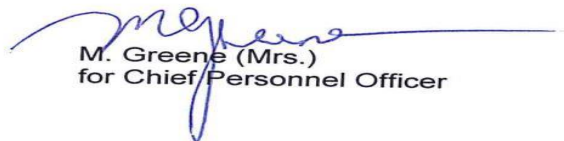
Applications accompanied by résumés should be submitted **no later than Tuesday, 30th August, 2022 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer