



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 365

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31st 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 be assigned to/fill the following posts in the **Procurement Branch, Ministry of Agriculture and Fisheries**:

1. **Senior Procurement Officer (GMG/AM 4) - (Vacant)**, salary range \$1,467,234 - \$1,744,080 per annum and any allowance(s) attached to the post.
2. **Procurement Officer (GMG/AM 3) - (Not Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.
3. **Public Procurement Officer (GMG/AM 3) - (Not Vacant)**, 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) - (Vacant)**, salary range \$1,025,878 - \$1,219,446 per annum and any allowance(s) attached to the post.

1. 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) research 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 customers 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 follow-up until they are received;
- Issues Purchase Orders;
- Prepares commitment and Payment Vouchers and submit for payment;
- Monitors orders to ensure payment;
- Collects items and ascertain that the quality and quantity received is 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;
- Photocopies 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 related duties that may be assigned from time to time 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

Technical:

- Knowledge of the Ministry's policies, practices and procedures
- Sound knowledge in Government Procurement Procedures and Financial Regulations
- 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;
- Two (2) years' experience in Procurement;
- Two (2) years' experience in Administration.

OR

- Certificate in Public Administration;
- Three (3) years' experience in Procurement;
- Two (2) years' experience in Administration.

OR

- MIND certification in Procurement and Supplies Management;
- Three (3) years' experience in Procurement;
- Two (2) years' experience in Administration.

2. Procurement Officer (GMG/AM 3)

Job Purpose

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Procurement Officer (GMG/AM 3), is responsible for conducting research; checks, verifies, and maintains records of all goods and services procured and delivered to the Divisions/Units.

Key Responsibilities

Technical/Professional:

- Sources suitable and registered suppliers from which to purchase office goods, services, and equipment;
- Requests Pro-forma Invoices from reputable suppliers;
- Liaises with internal/external customers to ensure efficiency in the delivery of goods;
- Assists the Finance and Accounts Division with the necessary information as it relates to payments and reconciliation of accounts;
- Contacts suppliers by phone, email, fax and/or face to face re the delivery of goods and collects prepared documents for the signature of the Procurement Manager;
- Collects items and check to ensure that the precise quality and quantity of goods are received as per the Purchase Order and according to specification;
- Ensures that goods are received;
- Ensures goods procured are of quality and are obtained at the lowest prices;
- Follows up on payment after goods are received in satisfactory condition and as per Purchase Order;

- Ensures that purchases are made within the procurement guidelines;
- Investigates suppliers' performance, capabilities and the competitiveness of the prices;
- Prepares and issues Purchase Orders;
- Assists in the process of initiating the clearance of advances regarding the procurement of goods;
- Follows-up on orders until payments are made;
- Inspects goods with Officers for whom furniture and equipment are procured.

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 operations of Government/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 software applications

Minimum Required Qualification and Experience

- Associate/Diploma/Certificate in Public Administration/Management Studies;
- Sound knowledge in Government Procurement Procedures and Financial Regulations.

OR

- Training in Procurement and Supplies Management;
- Three (3) years' experience in Procurement;
- Two (2) years' experience in Administration.

Special Conditions Associated with the Job

- May have to work beyond normal working hours and on weekends and holidays.

3. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the general direction of the Director - Public Procurement GMG/SEG 3), the Public Procurement Officer (GMG/AM 3) assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica 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 audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensures that they are current at all times and take responsibility for the safe keeping and return of all relevant documents.

Procurement Process management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms or References (ToR) and prepares 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 relevant Departments 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 systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Wards and Departments for the procurement of goods.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, timeliness, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines 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, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the General Consumption Tax Office to be zero-rated.

Procurement Reporting:

- Monitors and reports on 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;
- Performs any other related duties that may be assigned from time to time by the Director.

Required Knowledge, Skills and Competencies

Core:

- Strong integrity
- Good oral and written communications skills
- Good interpersonal relations
- Good teamwork and co-operation
- Ability to display good initiative
- People management skills
- Good problem-solving and decision-making skills
- Time management skills
- Good customer and quality focus skills

Technical:

- Extensive knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of Contract Administration
- Ability to research and evaluate technical proposals and recommend 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 related field;
- Three (3) years 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 Procurement Manager (GMG/SEG 2), the 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 and the Public Service, 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-ordinate meetings by:
 - ✓ Arranges Department and Procurement Committee Meetings;
 - ✓ Disseminates relevant documents for meetings;
 - ✓ Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for Organization officers;
- Has responsible 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, necessary signatures are affixed. If necessary, return 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 GCT Office;
- 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, make records in the required books and take them to the relevant Accounts Department;
- Follows up on C.O.D. letters, ascertain re-preparation of cheques and return the appropriate documents to the Accounts Department when the goods are supplied or the services are provided;
- Answers the telephones and screen 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 make 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;
- Receive cheques from the Accounts Department 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 any other related duties that may be assigned from time to time by the Procurement Director.

Required Knowledge, Skills and Competencies

Core:

- Sound oral and written communication and interpersonal skills
- Good organizing skills
- Ability to take own initiative and be a self-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

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

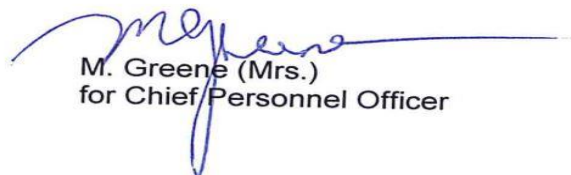
Applications accompanied by résumés should be submitted **no later than Tuesday, 13th September, 2022 to:**

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

E-mail: 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.



M. Greene (Mrs.)
for Chief Personnel Officer