



## Office of the Services Commissions

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### **CIRCULAR No. 400** **OSC Ref. C. 6499<sup>10</sup>**

19<sup>th</sup> September, 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 the post of **Public Procurement Officer (GMG/AM 3) - (Not Vacant)** in the **Public Procurement Branch, Human Resource Management and Administration Division, Department of Correctional Services**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the general supervision of the Director 3 - Public Procurement, the incumbent 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 procurement guidelines and procedures (Public Procurement Act 2015).

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitated 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 takes 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 Of Reference (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 with mandated procurement procedures;
- Maintains Procurement Filing System in a 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 affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time, etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and recommends 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 Tax Administration Jamaica to be zero-rated.

***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**

**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

**Core:**

- Integrity
- Good oral and written communication skills
- Interpersonal relations
- Teamwork and co-operation
- Ability to use own initiative
- People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

**Minimum Required Qualification and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years' procurement experience in a similar position.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Friday, 30<sup>th</sup> September, 2022 to:**

**Senior Director,  
Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street  
Kingston**

Email: [jobpostings@dcs.gov.jm](mailto:jobpostings@dcs.gov.jm)

Please note that only short listed 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**