



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 421 **OSC Ref. 6272¹⁷**

4th October, 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 **Administration and Special Division, Office of the Prime Minister**:

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. **Assistant Inventory Officer (PIDG/RIM 2)**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

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

Job Purpose

Under the direct supervision of the Director, Administration and Special Services, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with the Government of Jamaica Public Procurement Act (2015) and Public Procurement Regulations (2018).

Key Responsibilities

Management/Administrative:

- Provides advice to the Director, Administration and Special Services, other Directors and Managers on procurement policies and procedures;
- Participates in the preparation of Operational Plan and work programmes;
- Advises the Director, Administration and Special Services of suppliers reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry at conferences, workshops and seminars;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment brought within the Ministry;
- Acts as Purchasing Agent on behalf of the Entity as well as local funded projects;
- Prepares/Reviews policies and procedures for the Entity;
- Evaluates the performances of the Procurement Process along with Director, Administration and Special Services and Committee members.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts Procurement compliance reviews;
- Co-ordinates and conducts Organization Procurement Training seminars/workshops;
- Co-ordinates reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately;
- Monitors the Ministry'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 Ministry at PPC Sector Committee, PPC, 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 Ministry;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of the Procurements Guidelines and Procedures are 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 Ministry 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 improvement 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 Entity;
- 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 Senior 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 entity 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 Division/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 skill 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 Division's and Organizations goals;
- Chairs Tender Opening Exercises conducted at the Ministry;
- Participates in the evaluation of tenders;
- Performs any other related duties that may be assigned or as directed by the Director, Administration and Special 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 Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- BSc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field from accredited tertiary institution;
- 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 field from an accredited tertiary institution;
- 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 Condition Associated with the Job

- Extensive traveling island wide.

2. Assistant Inventory Officer (PIDG/RIM 2)

Job Purpose

Under the general supervision of the Office and Inventory Manager, the Assistant Inventory Officer has responsibilities for maintaining the Fixed Assets Inventory System and assisting with the maintenance of the Inventory System for stationery, office, domestic and other supplies.

Key Responsibilities

Inventory Management:

- Updates electronic Inventory Management System;
- Checks items in stock to ensure they are equal to amounts on Stock Cards;
- Prepares and submits usage and Inventory Reports as requested;
- Assists with the monitoring of usage of items stocked and informs the supervisor of changes in patterns of use identified.

Fixed Asset Inventory Management:

- Assists with the maintenance of the Fixed Asset Inventory System ensuring that all items of furniture and equipment are accounted for;
- Marks/codes all items of furniture and equipment at the Office of the Prime Minister and associated Agencies;
- Carries out periodic checks on locations and updates Location Records;
- Assists with the arrangements for the Board of Survey for the disposal of recommended assets.

Other:

- Provides assistance in the Storeroom as requested;
- Assists with updating the Service/Maintenance records for office machines and equipment;
- Assists with the processing of invoices through the Unit and follow-up with Accounts to assist timely payment;
- Assists with stock taking exercise;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Good oral and written communication skills
- Excellent interpersonal and customer service skills

- Excellent time management, planning and organizing skills
- Excellent judgement, decision making and problem-solving skills
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint) and GFMS accounting software
- Proficient in use of Microsoft Office Suite (Word, Excel PowerPoint), statistical software (SPSS) and Internet research
- Demonstrates understanding of research, monitoring and evaluation principles and practices
- Knowledge of industrial maintenance practices
- Knowledge of Inventory Management

Minimum Required Qualification and Experience

- Five CXC/GCE O'level subjects including English Language and a Numeracy Subject;
- Training in Inventory Management;
- One (1) year experience in a similar position.

Special Condition Associated with the Job

- Required to work beyond normal work hours, whenever the need arises.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th October, 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**