



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 522**  
**OSC Ref. C. 4858<sup>43</sup>**

**28<sup>th</sup> November, 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 **Ministry of Agriculture and Fisheries**:

1. **Director 3, Public Procurement (GMG/SEG 3) – Public Procurement Branch**, salary range \$2,551,250 – \$3,032,643 per annum and any allowance(s) attached to the post.
2. **Senior Secretary (OPS/SS 3) – Veterinary Services Division**, salary range \$1,007,823 – \$1,197,984 per annum and any allowance(s) attached to the post.

**1. Director 3, Public Procurement (GMG/SEG 3)**

**Job Purpose**

Under the direct supervision of the Principal Director, Corporate Services, the Director 3, Public Procurement (GMG/SEG 3), has the responsibility to ensure that goods and services required by the Ministry are procured and delivered as requested, in accordance with the Government of Jamaica's Public Procurement Act, 2015 and Regulations.

**Key Responsibilities**

***Management/administrative:***

- Provides advice to the Principal Director, Corporate Services, other Directors and Managers, on Procurement policies and procedures;
- Leads the development of the Unit's Operational Plan and work programme for the Procurement Branch;
- Advises the Directors/Heads of Divisions of suppliers reliability/suitability and performance;
- Attends meetings of Procurement/Contracts Committees;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up to date procurement records are maintained across the wider Ministry;
- Develops and monitors a system to ensure that all assets procured are accounted for within the Ministry;
- Ensures the preparation and submission of relevant reports;
- Monitors and reports on Procurement Key Performance Indicators.

***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 MOFP, OCG, PPC and Cabinet;
- Prepares/Reviews Procurement Policies and Procedures for The Ministry's Head Office, Parish Offices and Agencies;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act, the Public Procurement Act and Government Procurement Procedures/Guidelines;
- Ensures that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately;
- Acts as Purchasing Agent on behalf of the Ministry, as well as local funded projects;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Evaluates the performance of the procurement process along with Directors, Heads of Divisions and Procurement Committee Members;
- Oversees the contract award process;
- Oversees the tending process;
- Provides advice on public procurement matters to senior officials;
- Represents Unit at Procurement and Contract Award Committees and Board meetings;

- Represents the organization 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 Organization;
- 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 services and ensures that the objectives and basic principles of the procurement 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;
- Ensures that a Budget is prepared for the Unit;
- Certifies all invoices, payments 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 Tax Administration Jamaica 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 improvements 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 Ministry;
- 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/Heads of Divisions in developing guidelines for establishing priorities in the allocation of resources;
- Liaises with Custom Brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste.

#### ***Human Resource Management:***

- Monitors and evaluates the performance of Directs Reports, prepares performance appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination 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 staff 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 Division's and Organization's goals;
- Chairs Tender Opening exercises conducted at the Ministry;
- Participates in the evaluation of Tenders;
- Performs any other duties assigned as directed by the Principal Director, Corporate Services.

#### **Required Knowledge, Skills and Competencies**

##### ***Core:***

- Excellent leadership and interpersonal skills
- Good customer relations and quality focus skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage the client interface

**Technical:**

- Sound knowledge of the Government's 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

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
  - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND;
  - Five (5) years related work experience in the procurement of goods and services;
- OR**
- ACCA Level 2;
  - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND;
  - Five (5) years related work experience in the procurement of goods and services;
- OR**
- Diploma in Accounting, Business Administration or any related field;
  - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 at MIND;
  - Seven (7) years related work experience in the procurement of goods and services.

**Special Conditions Associated with the Job**

- Extensive travelling island-wide;
- May be required to work on weekends;
- Stressful environment with long hours of work.

**2. Senior Secretary (OPS/SS 3)****Job Purpose**

Under the supervision of the Senior Veterinary Officer (HPC/VO 2), the Senior Secretary (OPS/SS 3) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Unit/Division.

**Key Responsibilities*****Management/Administrative:***

- Takes dictation and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, gazette notices and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Faxes and makes photocopies of documents;
- Maintains Diary and schedules appointments and meetings;
- Receives and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends E-mails via the Internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties which may be assigned.

**Required Knowledge, Skills and Competencies*****Core:***

- Good interpersonal skills
- Good oral and written communication skills
- Ability to work in a team
- Excellent customer and quality focus skills
- Good problem-solving and decision-making skills
- Good conflict-management skills

**Technical:**

- Proficient in relevant Software Applications
- Sound knowledge of web-based research techniques
- Knowledge of the operations of the Government/Ministry's policies and procedures

**Minimum Required Qualification and Experience**

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;  
**OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;  
**OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by Résumés should be submitted **no later than Friday, 9<sup>th</sup> December, 2022 to:**

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

Email: [hrm@moa.gov.jm](mailto: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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**