



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. 487
OSC Ref. C. 6499¹⁰

9th 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 **vacant post of Public Procurement Administrator (GMG/AM 2)** in the **Public Procurement Branch, Human Resource Management and Administration Division, Department of Correctional Services**, 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 3, 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

- Co-ordinates reports on behalf of the Organization;
- Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC;
- Assists with the preparation of Monthly Report for submission;
- Maintains records in accordance with the FAA Act;
- Organizes and maintains Filing System;
- Maintains Correspondence Loggings System;
- Disseminates in a timely manner all incoming and outgoing correspondences;
- Co-ordinates meetings;
- 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 channelled through the proper system before typing the 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, returns 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;
- Assists to expedite movement of Purchase Orders from the hospital to the suppliers;
- 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 document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- 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, makes records in the required books and takes them to the relevant Accounts Department;
- Follows up on C.O.D letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts Department when the goods are supplied, or the services are provided;
- Answers the telephones and screens calls and directs callers to the appropriate person or use initiative to assists callers where possible;

- Attends to the suppliers when they come to collect orders or make inquiries; reorders and orders that are not collected are 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;
- Receives cheque from the Accounts Department for overseas suppliers and send via Courier Service to the respective suppliers or contact the persons requesting the information as to the means by which suppliers are to get orders and cheques;
- Performs any other duties assigned from time to time by the Procurement Director.

Required Knowledge, Skills and Competencies

- Sound interpersonal, oral and communication and skills
- Good organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English Language
- High degree of integrity and diplomacy

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- At least one (1) year of working experience in the related field.

Special Conditions Associated with the Job

- May be required to participate in retreats/meetings outside of normal working hours, from time to time.

Applications accompanied by résumés should be submitted **no later than Tuesday, 22nd November, 2022 to:**

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

Email: 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