



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. 543 **OSC Ref. C. 6528¹²**

19th December, 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 **Office of the Information Commissioner**:

1. **Director, Legal Services (JLG/LO 4) - Legal Services Division**, salary range \$3,420,191 - \$4,065,532 per annum and any allowance(s) attached to the post.
2. **Communication and International Relations Manager (MCG/IE 6) – Communication and International Relations Branch**, salary range \$4,947,565 - \$6,653,925 per annum and any allowance(s) attached to the post.
3. **Information Systems Manager (MIS/IT 6) – Information Systems Branch**, salary range \$4,060,697 - \$5,461,186 per annum and any allowance(s) attached to the post.
4. **Strategic Planning and Monitoring Manager (GMG/SEG 3) – Strategic Planning and Monitoring Branch**, salary range \$4,060,697 - \$5,461,186 per annum and any allowance(s) attached to the post.
5. **Human Resource Manager (GMG/SEG 3) – Human Resource Branch**, salary range \$4,060,697 - \$5,461,186 per annum and any allowance(s) attached to the post.
6. **Procurement Manager (GMG/SEG 1) - Procurement Branch**, salary range \$2,735,387 - \$3,678,791 per annum and any allowance(s) attached to the post.

1. Director, Legal Services (JLG/LO 4)

Job Purpose

To monitor all legal affairs within their organization and provide legal advice in respect of the OIC's regulatory and supervisory activities, defending its interests in legal matters and advising the Commissioners and Organizational Units on matters of a legal nature.

Key Responsibilities

Management/Administrative:

- Ensures legal advice to the Commissioners and Organizational Units is provided, namely in issuing opinions and drafting contracts and other legal documents requested, which are assumed as working tools and support decision making;
- Ensures legal support is provided in the preparation of drafting instructions for legislation and regulations applicable to data protection, data privacy and access to information as well as in amending them;
- Ensures legal support in the analysis of administrative processes;
- Ensures legal intervention in processes, actions and resources in which the OIC or members of its organs are intervening as such;
- Monitors draft agreements, protocols, or contracts to be concluded by the OIC with other entities;
- Organizes and oversees the update of a database on Jamaican and international legislation, relevant to the OIC's activity;
- Monitors that up-to-date information is provided to the Organization concerning the legal framework of data protection, data privacy and access to information;
- Analyzes and issues an opinion on legislative measures submitted to it by the Commissioner;
- Supports the Complaints Resolution Branch and the Compliance Branch in the verification of the fulfillment of the obligations of the respective data controllers or data processors;
- Instructs and organizes cases instituted as a result of violation of rules provided for in the legal regime applicable to data protection, data privacy and access to information areas and, in the same context, to investigate;

- Ensures the judicial support of OIC and the follow-up of the proceedings in Court, as well as to promote judicial enforcement of the decisions handed down in them;
- Informs and issue legal advice on actions or situations that involves matters within its attributions;
- Participates in various negotiations and meetings that call for legal expertise;
- Litigates civil cases and other claims involving the OIC;
- Manages implementation of laws, regulations, rules, contracts, agreements and other legal instruments;
- Vets all legal documents and contracts emanating from outside the Commission to determine their legal implications on the OIC and participate in and witness all contracts;
- Indicates any future legal risks;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Integrity
- Change management

Functional:

- Ability to use own initiative
- Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)
- Managing external relationships
- Strategic vision
- Good problem-solving and decision-making skills
- Impact and Influence
- Good people management skills
- Goal/result oriented
- Good planning and organizing skills
- Managing external relationships
- Good management skills
- Good research and analytical thinking skills
- Knowledge of the legal framework of Government
- Knowledge of Contract negotiations and drafting;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the OIC
- Sound knowledge of Conveyance, Commercial Law
- Organizational awareness

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

2. Communication and International Relations Manager (MCG/IE 6)

Job Purpose

To develop corporate communication initiatives and promote the participation of the OIC in regional and international institutions, as well as ensure the dissemination of data protection, data privacy and access to information matters nationally and abroad through an efficient and effective media management and capacity building initiatives.

Key Responsibilities

Management/Administrative:

- Ensures the Annual Corporate Plan and Budget are developed for the Unit and activities are managed to remain within Budget;
- Develops, manages and monitors activities of the Unit to ensure that tasks are carried out as assigned and according to Individual Work Plans;
- Designs and manages Strategic Communication Plans.

Technical/Professional:

- Provides expert input into the development of a communications strategy/policy for the OIC advising and/or obtaining professional advice on behalf of the Information Commissioner on Public Relations, Media Relations and other communications matters relating to the mission and work of the OIC;
- Develops and oversees the execution of strategic social media and digital initiatives;
- Monitors issues of concern to the OIC and briefs the Information Commissioner accordingly;
- Develops strategies for prompt and effective responses to issues and crises relating to the OIC's role and function;
- Tracks, researches and analyses information on OIC related topics/issues; gathers information from diverse sources and Agencies of the OIC and helps to assess news value and other potential impact; as well as to evaluate the effectiveness of the OIC's overall Communications Programme;
- Researches, drafts, writes, and edits speeches for the Minister(s), Permanent Secretary and Senior Management Team as required;
- Researches and writes press releases and briefing papers;
- Responds to media enquiries and information requests; prepares related correspondence when required;
- Responds to request under the Access to Information Act;
- Publicises priority areas and/or major events of the OIC; to include drafting of information strategies, co-coordinating efforts, monitoring and reporting on progress, taking appropriate follow-up actions, and analyzing the outcome;
- Undertakes activities to promote media coverage (e.g. press conferences/briefings, interviews, and other special activities);
- Monitors and analyzes public opinion and the media, identifies issues and trends, and advises the Information Commission on the appropriate action/responses;
- Produces/oversees/assesses production of specific types of information communication products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials, radio spot programmes etc.);
- Conducts/manages/oversees the OIC Ministry's participation in special events and exhibitions;
- Co-ordinates media related activities for the Minister(s) and Permanent Secretary;
- Handles all media requests of the OIC;
- Monitors talk shows and other electronic and print media programmes; provides reports to the Permanent Secretary and the Ministerial Team, when necessary;
- Designs and implements specific public education programmes to highlight/explain particular aspects of the work of the OIC;
- Responds to requests for information from the public and organizations regarding privacy rights and responsibilities through the Information Centre/Customer Service area;
- Keeps the Information Commissioner informed of national and international news events that could impact on the image of the OIC, either positively or negatively;
- Arranges tours, launches, interviews, and other related activities, as required or according to the Information Commissioner's Communication Programmes;
- Prepares press bites when requested for distributions to visiting journalists and other interested groups;
- Makes arrangements for journalist wanting to see the Information Commissioner;
- Provides liaisons and information flow for overseas and local programmes, as necessary;
- Ensures the maintenance of an up-to-date newspaper clippings file on local and international news items directly related to the policies, programmes and activities of the OIC;
- Prepares continuously updates/information kit for distribution to the OIC's target audiences/stakeholders;
- Maintains up-to-date professional quality photographs for publication, when necessary;
- Provides Information Commissioner with regular media monitoring reports, e.g. articles, letters, or other relevant issues that appear in the print or electronic media;
- Handles complains from the media relating to the Ministry;
- Co-ordinates and update contents for the Ministry's Website.

Human Resource Management:

- Provides guidance to, supervisees and directs team of Public Information Officers;
- Plans, allocates and monitors work assignments; designs overall work programme;
- Evaluates staff of the Communications/Public Relations and International Unit;
- Manages the welfare and development of staff within the unit through the preparation of Performance Appraisals and makes recommendations/proposals for training and development programmes, if required or requested;
- Participates in the recruitment and design of the Job Descriptions for staff of the Unit;
- Ensures that staff is aware of and adhere to the policies, procedures and regulation of the OIC;
- Performs other related duties that may be assigned from time to time by the Information Commissioner.

Required Knowledge, Skills and Competencies

- Excellent leadership, networking and relationship-building skills and ability to function as a team player, and to work harmoniously with a diverse group of people at various levels externally and internally
- Excellent knowledge of Public Relations and Communication strategies
- Excellent customer relations skills; ensures customer satisfaction
- Excellent media relations skills
- Sound knowledge of government communication policies and protocols
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity
- Expresses ideas effectively and organizes and delivers information appropriately
- Plans and organizes tasks and work responsibilities to achieve objectives
- Proficient in the use of computer applications

Minimum Required Qualification and Experience

- Bachelor's Degree in Communication, with an emphasis in Public Relations, Mass Communication from a recognized tertiary institution;
- Five (5) years' relevant experience;
- Experience in a management position in similar area;
- Training in the field of either Print, Electronic or Public Relations would be a direct advantage;
- Training in International Relations would be an asset;
- Experience in the design and delivery of training and communication programmes would be an asset.

Special Conditions Associated with the Job

- Required to work outside of normal working hours/days;
- Typical working days often irregular and subject to frequent interruptions.

3. Information Systems Manager (MIS/IT 6)**Job Purpose**

The incumbent is responsible for ensuring the management and optimization of IT systems, technologies and telecommunications and their suitability to the present and future needs of the OIC. Creates Information Technology Plan to meet the needs of the OIC and to ensure IS and Data Architecture are in place. Makes provision for IS network connectivity and other related systems.

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

- Defines and guarantees the implementation of the strategy of development of ICTs (infrastructure, hardware and software), promoting the incorporation of new tools that respond to the needs of the OIC's activity and the need for continuous improvement;
- Oversees and manages support infrastructures (communications network, computers, software, hardware), ensuring its operation, management and updating;
- Ensures the technical execution and co-ordination of tasks of operation, maintenance and administration of the different components of the computer system, including networks, databases and applications, guaranteeing their quality and their permanent monitoring;

- Oversees and manages necessary computer system security mechanisms, ensuring the privacy and integrity of the various components of the computer and communications systems and the information contained in the centralized computer files or circulating in the local and shared networks;
- Proposes solutions for the evolution of the technological support infrastructure of the Communication Network Systems and make proposals for the acquisition of the application systems and the equipment necessary to support the activities;
- Guarantees the correct management of the computer resources (software and hardware), elaborating and keeping updated the Register of the Information Systems components;
- Resolves requests for support sent by Organic Units;
- Evaluates, impacts and requirements of IT assets as it relates to requests for recommendations on approval decisions;
- Provides recommendations on access authorisations for all users of the network;
- Develops and monitors the implementation of the OIC's SIS Plan;
- Prepares and manages the Unit's Annual Budget and makes adjustments where necessary to avoid overruns or underutilization;
- Manages the ICT resources of the OIC to ensure optimal utilization, cost efficiency and value-added;
- Liaises with the relevant Units/Division to co-ordinate the procurement of IT equipment and related products;
- Keeps abreast of IT trends and developments and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the OIC;
- Develops and implements technical standards for the design, development, and maintenance of software, applications and information systems and ensures standardization of software, operating systems and networking environment;
- Develops and implements programme, including a security and Disaster Recovery Plan, for the physical and electronic security of the OIC's equipment, software and data;
- Develops and implements policies to guide the access, authorisations and utilization of information systems such as e-mail, internet, intranet and other relevant systems;
- Ensures the OIC is fully compliant with copyright requirements for all software;
- Establishes and oversees the implementation of an IT Help Desk to ensure timely response to end-users problems minimizing downtime and disruption in work;
- Works in collaboration with systems analysts, programmers, and machine operators etc. to develop procedures, computer programmes and data files for the Ministry;
- Collaborates with suppliers of hardware and software to be provided for use at the OIC;
- Attends meetings and events, as requested by the OIC;
- Assists in the implementation of ICT related projects;
- Co-ordinates all technical arrangements in support of all ICT functions carried out by the Unit;
- Manages the allocation of resources (computers and related equipment) to effectively satisfy the information processing requirements of the OIC;
- Assists with training and development of staff in the ICT Division and the OIC as required;
- Manages all computer systems and network resources;
- Assists with creating and implementing the SIS Plan of the OIC;
- Assists in the process of ensuring Government of Jamaica (GOJ) compliance with Software Licensing requirements.

Technical/Professional:

- Makes appropriate recommendations to the Information Commissioner, through the Deputy Commissioner for cost effective technical solutions/services for enhancing and maintaining the network with appropriate budgetary requirements;
- Documents and updates the OIC's IT architecture and infrastructure;
- Conducts network and other infrastructure audits as necessary;
- Sets up technology and other media at meetings/events organized by the OIC or in which the OIC participate;
- Prepares and submits recommendations to the OIC's Procurement Committee for the procurement of hardware and software;
- Collaborates with the Deputy Information Commissioner to ensure that the OIC's Website is functional, innovative, modern and interactive and aptly depicts the OIC's Portfolio areas;
- Collaborates with the HR Branch to ensure timely implementation of IT resources for staff, as required;
- Plans and implements IT Training Programmes to improve IT competences of all OIC personnel;
- Monitors and evaluates new and existing information systems to ensure that the objectives and benefits are realized;
- Designs, develops, implements and maintains applications as required to meet the needs of the OIC;

- Ensures the maintenance of systems users/groups access control lists and monitors fault tolerance requirements of network communications equipment to ensure maximum uptime;
- Assists with the provision of end-user support and troubleshooting;
- Maintains a log of malfunctions of the system, response time, support service and resulting downtime;
- Directs arrangements for back-up and processing facilities and ensures that alternative processing is in place in the event of system failure.

Human Resource Management:

- Manages the welfare and development of staff in the Unit through the preparation of Performance Appraisals and recommendations for required training and development programmes;
- Provides leadership to staff through effective objective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring and training, as well as assistance and support as needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Unit, the Ministry and the GOJ;
- Participates in the recruitment of employees for the Unit;
- Recommends Vacation Leave for staff in the Unit in keeping with established Human Resource policies;
- Recommends/administers disciplinary action in keeping with established Human Resource policies;
- Attends Senior Management meetings, as required;
- Facilitates Senior Management oversight by submitting progress reports on work-related activities and other assigned projects.
- Performs any other relate duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Technical expertise in one or more IT related fields including networking, Linux administration, Microsoft administration, and/or Cisco network configuration and management
- Understanding of core internet technologies - DHCP, DNS, mail transport, TCP/IP
- Project management skills
- Willingness to work flexible schedule as necessary
- Proven skills in leadership development and team building
- Excellent understanding of computers
- Superior technical aptitude
- Proven ability to manage complex tasks
- Strong analytical skills
- Display a high level of discretion, integrity, and ethics given confidential information.
- Excellent written and verbal communication skills with the ability to present complex technical information in a clear and concise manner to a variety of audience

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or technical discipline;
- Five (5) years' relevant experience;
- Training in supervisory management.

Special Conditions Associated with the Job

- May be required to examine cables in a dusty or elevated environment;
- May be required to lift and physically transport computer equipment from time to time;
- May be required to work under adverse conditions from time to time;
- May be required to work beyond normal working hours.

4. Strategic Planning and Monitoring Manager (GMG/SEG 3)

Job Purpose

The Strategic Planning and Monitoring Manager will coordinate the preparation, monitoring and evaluation of strategic and operational management tools. The Director will promote the standardized use of the instruments and establishing, in coordination with the Information Commissioner and the Deputy Commissioner, objectives and performance indicators to be achieved.

Key Responsibilities

Technical/Professional:

- Directs and co-ordinates the comprehensive strategic planning process, and other planning processes;
- Designs Corporate Planning, monitoring and related processes and procedures in consultation with the Commissioner and other senior staff;
- Issues Corporate Planning Guidelines to OIC Directors and Senior officials of its Portfolio Agencies and Departments;
- Plans, administers and co-ordinates multiple, special project/assignments;
- Organizes and employs resources to achieve project objectives;
- Prepares and monitors Unit and Project Budgets;
- Organizes and administers research studies;
- Conducts, analyzes and prepares reports and recommendations regarding the OIC's planning, monitoring and evaluation process;
- Prepares and makes presentations to decision-makers and the public;
- Researches and responds to requests for information;
- Co-ordinates the Entity's Strategic Reviews;
- Prepares the Annual Performance Report of the OIC.

Management/Administrative:

- Directs and co-ordinates the activities of the Strategic Planner Analyst;
- Supports the creation of effective teamwork in order to achieve the Unit's objectives and targets;
- Provides day to day management support in the Strategic Planning and Monitoring Unit's development and continual performance improvement;
- Supports the establishment of processes, systems and controls within the Unit to enable achievement of its objectives effectively and efficiently;
- Compiles and supports the OIC's organisational requirements.

Human Resource Management:

- Ensures that direct reports comply with the policies and procedures of the Unit and the OIC;
- Provides leadership to direct reports through example and sharing of knowledge and skill in areas of professional expertise;
- Provides guidance/advice to direct reports to ensure that clear goals and objectives are established and adhered to;
- Manages the Performance Management process in relation to direct reports by preparing Performance Appraisals and recommending training and other developmental programmes;
- Recommends leave and staffing arrangements in keeping with Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

- Excellent leadership, networking and relationship-building skills and ability to function as a team player, and works harmoniously with a diverse group of people at various levels externally and internally
- Excellent customer relations skills; ensures customer satisfaction
- Sound knowledge of government policies
- Excellent integrity/ethics exercised in the performance of duties
- Demonstrates initiative and creativity

Minimum Required Qualification and Experience

- M.Sc. in Public Policy, Business Administration, Public Sector Management, Economics or related field;
- Specialized training in Planning and/or Project Management;

- Five (5) years' experience in Corporate Planning;
- Five (5) years' experience in middle management.

Special Conditions Associated with the Job

- Extended hours may be required to meet deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

5. Human Resource Manager (GMG/SEG 3)

Job Purpose

The incumbent will provide effective Human Resources Management by promoting the development and motivation of the employees through the development and implementation of effective policies supported by internal communication, stimulating cohesion and organizational development.

Key Responsibilities

Management/Administrative:

- Develops and co-ordinates the implementation of Human Resources (HR) policy, including aspects related to: recruitment and selection, orientation, remuneration, rewards and incentives, training, performance evaluation, careers and talent management, mobility and succession;
- Supports the other Organic Units in the operationalization of the HR Management Policy;
- Defines and implements the leadership development model;
- Promotes the use of the human potential of the organization through training and development actions appropriate to the internal and market needs;
- Proposes and operationalizes measures leading to the creation/reinforcement of the "OIC culture" and the permanent improvement of the organizational climate;
- Ensures the efficiency of the organizational model, as well as its internal adoption, proposing measures leading to its permanent optimization;
- Performs exercises of optimal design of the HR structure, identifying imbalances and proposing measures to minimize them systematically;
- Prepares an Annual HR Plan, including measures to manage any imbalances that may exist;
- Promotes the adoption of a process-based management logic, ensuring the formalization of internal procedures, monitoring compliance, evaluating their performance through quantitative indicators and the use of technological platforms that contribute to their streamlining;
- Defines and implements the Internal Communication Plan, including the tools or instruments necessary for its operation;
- Prepares the welcome of new workers and carry out orientation activities;
- Collects and organizes the information required for the preparation of HR decision making management;
- Supports and collaborates in the implementation of projects with impact in HR Management, especially with regard to Change Management.

Technical/Professional:

- Participates in the review and analysis of the OIC's structure and manpower needs and makes recommendations for adjustment where necessary;
- Participates in developing, administering and maintaining the Performance Management Programme to ensure effectiveness, compliance and equity within the OIC;
- Collaborates with the Human Resource Management Committee and/or other relevant Departments; Administers the promotion, retirement, discipline and leave policies;
- In keeping with established Government guidelines, oversees and assists with the development and implementation of the Recruitment and Selection Programme;
- In consultation with Directors and other Heads of Divisions arranges placement of recruits appointed by the Public Service Commission;
- Assists with the negotiations and prepares contracts for staff recruited on a contractual basis and makes arrangements for payment of gratuity and other final emoluments in keeping with the Terms of Agreement and established Government guidelines,;
- Makes strategic staffing arrangements inclusive of acting, transfers and redeployment of staff;
- Provides advice on employee discipline, grievance and claims involving pay and leave entitlement;
- Provides advice and guidance to Directors and Line Managers and related Departments in handling Industrial Relations issues;

- Develops and implements strategies to improve supervisory support for, and understanding of policies and approaches to promote acceptable conduct and performance;
- Assists in administering the discipline and grievance procedures ensuring consistency and fairness promoting a harmonious and productive work environment;
- Assists in administering the Staff Welfare Programme ensuring effectiveness and equity;
- Oversees the administration of the Employees' Health and Benefit Programme;
- Participates in the co-ordination of staff recreational programmes to enhance staff morale;
- Administers the Separation Policy in keeping with Government Regulations;
- Administers the Compensation Policy in keeping with established Government Guidelines.

Human Resource:

- Participates in the recruitment, selection/induction of new staff for the OIC and its Divisions;
- Establishes employee performance objectives and motivate staff toward optimum performance;
- Promotes the welfare of staff through the preparation of employee Performance Appraisals, recommendations for appointment, promotion, training and leave;
- Initiates disciplinary proceedings where appropriate;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendation of required development programmes;
- Provides leadership to staff through effective objectives setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training and provide assistance and support as needed.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Impact and Influence
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Functional:

- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Excellent knowledge of Government Human Resource Management Systems, Corporate Planning, Labour Laws and Industrial Relations Practices, Staff Orders, Public Service Regulations, Access to Information, Procurement Guidelines and other policies that governs HRM and Administration
- Strong consultative competencies in guiding communication approaches in support of executive leaders and business strategy
- Excellent Human Resource Management skills
- Ability to analyse and interpret financial and other corporate information for decision making

Minimum Required Qualification and Experience

- Bachelor's degree in Human Resources, Public Administration, Business Administration, or a related field;
- Five (5) years relevant experience;
- Training in Supervisory Management.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Spend long hours sitting and using office equipment, computers and attending sessions.

6. Procurement Manager (GMG/SEG 1)

Job Purpose

The incumbent will support operational requirements and manage the Procurement process and the supply base efficiently and effectively by developing integrated purchasing strategies that support organizational strategies, goals and objectives.

Key Responsibilities

Management/Administrative:

- Prepares Procurement Plan;
- Recommends a Procurement and Selection Framework and define Tender procedures;
- Manages the entire Procurement process from the Request For Information (RFI), Request For Proposal (RFP) to the selection process except the adjudication and Award of Contract;
- Supports the functioning of the Procurement Committee, implements its decisions, and act as a secretariat to the Committee;
- Checks and prepares the Terms Of Reference (TORs);
- Prepares tendering documents;
- Prepares advertisements of Tender opportunities;
- Collaborates with the Legal Services Division in the preparation of Contract documents;
- Issues approved Contract documents;
- Maintains and archives records of the Procurement and selection process;
- Maintains a list or Register of all Contracts awarded;
- Prepares monthly reports for the Deputy Commissioner;
- Prepares and submits to the Management Meeting, Quarterly Reports on the implementation of the Annual Procurement Plan;
- Co-ordinates the procurement and selection activities of all the Divisions, Branches and other areas and of the procuring entity;
- Prepares other reports as may be required from time to time;
- Instructs and controls the processes of acquisition of goods and services, actively participating in the preparation of the specifications for Public Procurements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Strategic vision
- Analytical thinking
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Impact and Influence
- Ability to use own initiative
- Good planning and organizing skills
- Goal/result oriented
- Good leadership skills
- Integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Excellent knowledge of Government Procurement Policy
- Good knowledge of Contract Management
- Ability to manage limited resources in order to achieve outputs
- Knowledge of FAA Act, Staff Orders and acts related to Statutory Bodies, and Government Companies
- Use of technology - Proficiency in the use of relevant computer applications (Microsoft Office)

Minimum Required Qualification and Experience

- Bachelor's Degree in Business Administration or related discipline;
- Three (3) years' relevant experience.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 4th January, 2023 to:**

Information Commissioner
Office of the Information Commissioner
1st Floor, PCJ Building
36 Trafalgar Road,
Kingston 10

Email: hr@oic.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**