



**CIRCULAR No. 523**  
**OSC Ref. C.4840<sup>31</sup>**

**1<sup>st</sup> 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 **vacant** post of **Executive Director (GMG/SEG 6)** in the **Public Procurement Commission (PPC)**.

**Job Purpose**

The Executive Director (ED) leads the management of the PPC in discharging its functions as the country's main Public Procurement Oversight Body to ensure inter alia, prudence in the use of public funds and promote efficiency and integrity in the public procurement process.

The ED is an ex officio member of the Commissioners and is supported by a team of senior managers to execute the management of day-to-day operations of the Commission. The team comprises the following positions: Senior Director, Suppliers Registration and Licensing, Senior Director, Sector Oversight Committee, Senior Director Contracts Monitoring and Evaluation, Director IT and Records Management, Director, Human Resource Management and Administration (HRM&A), Legal Counsel and Policy Officer, Director, Finance and Accounts, and Public Relations and Education Officer.

**Key Responsibilities**

- Leads the development/revision and interpretation of the Vision, Mission and core values; ensures they are effectively communicated to staff to enable clear understanding, buy-in and demonstration of desired behaviours;
- Oversees the development of Business and Operational Planning process, ensuring adequacy of programmes and initiatives to operationalize legislation and policies, as well as the allocation of Corporate resources to enable the achievement of established financial and operational goals. Provides adequate oversight to ensure that initiatives are effectively implemented, the results are monitored and corrective action initiated to address areas of underperformance. Ensures timely reporting to the Commissioners and other relevant organisations;
- Establishes, in conjunction with the Senior Management Team and for the approval of the Commissioners, operating policies and procedures for the efficient management of the Commission, including clear lines of authority and accountability;
- Oversees the development of service level agreements between key stakeholders (e.g. procuring entities, applicants, approved registered suppliers) and minimum performance standards against which the services of the Commission will be measured; monitors and takes corrective action, where necessary, to consistently deliver on these agreements;
- Oversees and ensures the effective management and delivery of quality services from the core operating functions (Registration and Licensing, Monitoring and Evaluation, Public Procurement) and the Sector Committees to efficiently support the Tender Evaluation process;
- Oversees the development of the Customer Service Charter; monitors customer feedback and ensures corrective action is taken where appropriate to improve service quality and customer satisfaction;
- Ensures sound management practices are utilized in the allocation of people, financial and other resources to enable the efficient operation of the Commission;
- Provides the Commissioners with timely information, analysis, advice and recommendations on all matters pertaining to the Tender submission, approval of suppliers, award of contracts and the monitoring of approved registered suppliers and consultants;
- Prepares reports and other documents as required for submission to the Commissioners and Parliament. Directs the preparation of the Annual Report and attends Parliament to present and report on the Commission's performance as required;
- Facilitates the development and implementation of a Corporate Governance Framework, assisting the Commissioners in articulating its own role and accountabilities to fulfil the governance functions and facilitate quality performance by its Committees and individual members;

- Ensures the Commission works collaboratively with the Office of Procurement Policy and other key stakeholders to facilitate policy review, development and implementation to achieve the National public procurement goals and objectives;
- Facilitates internal analysis of existing and new Public Procurement policies and associated procedures and makes recommendations to the Commissioners and the Minister for amendments as necessary, to advance the PPC's mandate;
- Provides leadership and guidance to the senior management team in a manner that motivates, engenders high performance, accountability and a spirit of teamwork; provides personal leadership in building a Corporate culture that promotes ethical practices, integrity, innovation and a positive work climate that enables the Commission to attract, retain and keep engaged a diverse group of quality employees.

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

- Excellent oral and written communication skills
- Strategic management skills
- Integrity/Ethics
- Excellent planning and organizing skills
- Excellent negotiating and persuading skills
- Excellent interpersonal and leadership skills

#### **Minimum Required Qualification and Experience**

- Master's Degree in Management/Business Administration or equivalent professional qualifications;
- Seven (7) years' experience at a senior management level.

Applications accompanied by résumés should be submitted **no later than Monday, 5<sup>th</sup> December, 2022 to:**

**Director, Human Resource Management and Administration  
Public Procurement Commission  
3rd Floor, PanJam Building  
60 Knutsford Blvd  
Kingston 5**

Email: [ppc.jobs@ppc.gov.jm](mailto:ppc.jobs@ppc.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.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer