



## Office of the Services Commissions

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### **CIRCULAR No. 43** **OSC Ref. C.5526**

25<sup>th</sup> January, 2023

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** post in the **Department of Government Chemist**:

1. **Quality Assurance Manager (SOG/ST 7) – Analytical and Advisory Services Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
2. **Chemist 2 (SOG/ST 7) – Analytical and Advisory Services Branch**, salary range \$4,060,697 - \$5,461,186 per annum.
3. **Director 1, Public Procurement (GMG/SEG 1) – Public Procurement Branch**, salary range \$2,735,387 - \$3,678,791 per annum.
4. **Public Procurement Officer (GMG/AM 3) – Public Procurement Branch**, salary range \$1,753,837 - \$2,358,715 per annum.
5. **System Support Technician (MIS/IT 3) – Human Resource Management and Administration Branch**, salary range \$1,753,837 - \$2,358,715 per annum.

#### 1. **Quality Assurance Manager (SOG/ST 7)**

##### **Job Purpose**

Under general supervision of the Government Chemist, the Quality Assurance Manager will implement, manage and evaluate work and activities of the Department's Quality Management System. The incumbent will be required to represent the Department at GMP inspections and assist in the development and implementation of policies and procedures that support the Department's Strategic Objectives.

##### **Key Responsibilities**

- Implements and maintains the Quality Management System (QMS) in the laboratories and verify the compliance of all staff to the QMS;
- Determines the quality needs of the laboratory for Budget preparation;
- Oversees, manages and monitors Quality Assurance Internal Audit Programme;
- Conducts internal audits;
- Reviews final reports of out-of-specification investigations and deviations;
- Monitors the servicing of instruments and equipment;
- Maintains QMS records;
- Co-ordinates the creation, review, and maintenance of the Standard Operating Procedures (SOP) for the Department;
- Assists with the Waste Management Programme of the laboratories;
- Conducts GMP inspections and generates reports;
- Organizes and manages quality assurance functions in close co-operation with the Department's Management Team;
- Develops, prepares, reviews, updates and edits documents, templates and standard Operating Procedures, to bring the Department's Quality System and policies to conformance with the requirements of ISO/IEC 17025 and other applicable standards;
- Develops, implements, communicates and provides oversight for implementation of a Quality Assurance Plan with objectives and targets to bring the Department's Quality System and policies to conformance with the requirements of ISO/IEC 17025 and other applicable standards.
- Responds to areas of non-conformities within the quality system by initiating preventative and/or corrective action.

- Works with Quality System Auditors and ensures the execution of corrective action
- Performs any other related duties that may be assigned from time to time by the Government Chemist or his/her designate.

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

#### **Core:**

- Excellent decision-making and problem-solving skills
- Excellent written and oral communications skill
- Excellent word processing skills and related software applications
- Ability to multitask and prioritize
- Ability to quickly recognize and analyze irregular events
- Ability to organize, supervise and direct reports
- Ability to maintain integrity

#### **Technical:**

- Knowledge of the theory and application of analytical chemistry
- Knowledge of principles, methods, materials, equipment and techniques of analytical chemistry
- Good knowledge of method validation and verification
- Knowledge of quality management system, quality assurance and auditing
- Comprehensive knowledge of instrumental analysis
- Knowledge of WHO Good Practices for Pharmaceutical Quality Control Laboratories; ISO/IEC 17025, General Requirements for the Competence of Testing and Calibration Laboratories
- Ability to plan, organize, make efficient use of time and manage multiple tasks
- Demonstrated knowledge of the Department's operations
- Knowledge of Government practice, policy, procedure, statutes, ordinances and law as it relates to analytical chemistry
- Ability to make scientifically accurate and thorough reviews of the work performed

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

- B.Sc. in Chemistry or closely related field from an accredited University;
- Three (3) years' experience in quality assurance, and certification/Training in ISO and/or ISO/IEC Standards, with ISO/IEC 17025:2017 would be an asset;
- Experience in designing QA tools and systems for data collection and analysis and production of reports;
- Two (2) years' experience in Analytical Chemistry;
- Experience working in the Public Sector would be an added asset.

### **Special Condition Associated with the Job**

- Will be required to cope well under pressure and meet deadlines.

## **2. Chemist 2 (SOG/ST 7)**

### **Job Purpose**

Under general supervision of the Senior Chemist, the incumbent will perform chemical and/or physico-chemical analysis on pharmaceutical products in determining the identity, quality and purity, and analysis on biological samples, food samples, and on alcoholic liquids with lesser supervision and greater independence.

### **Key Responsibilities**

- Conducts chemical and physical analyses of a variety of pharmaceutical and non-pharmaceutical substances in accordance with required international standards, suitable procedures, records test results, performs calculations and prepares reports of testing performed;
- Conducts analysis of biological material (human and veterinary), plant material and other species for the investigation of suspect poisonings, drug abuse/overdose etc., and records test results and prepares reports of testing performed;
- Conducts analysis of alcoholic liquids and beverages under the Customs and Excise Acts,

- records test results, performs calculations and prepares reports of testing performed;
- Conducts analysis of foodstuff to ensure conformance to quality and safety standards or to investigate suspected contamination, records test results, performs calculations and prepares reports of testing performed;
- Prepares reagent and standard solutions necessary for testing of samples according to Standard Operating Procedures (SOP);
- Operates, maintains, calibrates and verifies instruments and equipment as assigned;
- Documents laboratory records according to established standards;
- Prepares and reviews Standard Operating Procedures (SOP) as assigned;
- Reviews aspects of the Quality Management System (QMS) as assigned;
- Monitors the environmental conditions of the laboratory and laboratory equipment as assigned;
- Maintains Waste Management System of the laboratory as assigned;
- Complies with the safety procedures of the laboratory;
- Complies with the Quality System and Waste Management System of the laboratory;
- Performs any other related duties that may be assigned from time to time.

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

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

- Excellent oral and written communications skill
- Excellent word processing skills and related software applications
- Ability to multitask and prioritize
- Ability to quickly recognize and analyze irregular events
- Effectively operate a variety of lab equipment
- Ability to maintain integrity at the highest level

#### ***Technical:***

- Knowledge of the theory and application of analytical and physical chemistry
- Comprehensive knowledge of instrumental analysis
- Demonstrated knowledge of analytical and physical chemistry operations
- Knowledge of Government practice, policy, procedure, statutes, ordinances and law

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

- Bachelor's Degree in Chemistry or other closely related sciences from an accredited University;
- Two (2) years relevant experience in Analytical Chemistry.

### **Special Condition Associated with the Job**

- Willingness to travel locally and internationally;
- Will be required to cope well under pressure and meet deadlines.

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

### **Job Purpose**

Under general supervision of the Government Chemist, the incumbent is responsible to ensure, that goods and services required by the Department are procured and delivered as requested in accordance with Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations, 2018.

### **Key Responsibilities**

#### ***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, IC, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately;

- Monitors the Organization'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 Unit at Procurement and Contract Award Committees and other meetings;
- Represent 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;
- Reviews reports for submission to MFP, PPC, IC and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of 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;
- Prepares Budget for the Unit;
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance and Accounts Division;
- 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 the Government Chemist 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 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.

***Managerial/Administrative:***

- Formulates overarching policies and procedures regarding procurement management and based on Government principles and regulations;
- Oversees the development of the Procurement Plan for the Department;
- Oversees the procurement of goods, services and works in accordance with Government policies and procedures in order to meet organization needs through the most cost-effective means;
- Reviews Purchase Order claims and contracts for conformance to government guidelines and policies;
- Authorization of Purchase Order using Government Financial Management System (GFMS);
- Co-ordinates the procurement of goods, services and works. Generates appropriate paperwork, ensures orders are consistent with specifications, that deliveries are on time and invoices are honoured promptly;
- Liaises with services providers, Ministry of Finance and the Public Service and other stakeholders for the provision of goods and services and prepares the relevant reports;
- Develops/facilitates the development of guidelines, policies and standards for the Procurement Management Portfolio of the Department;
- Prepares Quarterly Contracts Awards (QCA) Reports and submits to the Integrity Commission;
- Maintains liaison with suppliers of goods and services;
- Reviews submissions for Procurement Committee;

- Prepares and submits Contract Reports to the Public Procurement Commission (PPC);
- Ensures the arrangement of the Procurement Committee Meetings;
- Represent the Department on Procurement related matters that falls within the purview of the Unit;
- Establishes and maintains filing and records management systems.

#### ***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 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 Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's and Organization's goals;
- Performs any other related duties that may be assigned as directed by the Government Chemist.

#### ***Financial***

- Prepares and manages the Annual budget for the Unit;
- Purchases Capital Goods for the Department as directed;
- Prepares and manages the Annual Procurement Plan for the Department.

#### **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

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

- Bachelor of Science Degree in Management Studies, Business Administration, Public Sector Management or Administration or any related field from a recognized tertiary institution;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 4 and MIND experience in related field;
- Five (5) years related work experience in procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 4 and MIND experience in related field;
- 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.

### **Specialized Training**

- Training in Budget Preparation and Supervisory Management.

### **Special Condition Associated with the Job**

- Will be required to cope well under pressure and meet deadlines.

## **4. Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

Under the general direction of the Director, Public Procurement, the Public Procurement Officer assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

### **Key Responsibilities**

#### ***Management/Administrative:***

- Prepares Tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award Reports to be submitted to The Contractor General's Office (QCA Report);
- Maintains a data base of all bonds and insurances and ensure that they are current all times and takes responsibility for the safe keeping and return of all relevant documents.

#### ***Procurement Process Management:***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms Of Reference (TOR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and Bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and Bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Departments for the procurement of goods and services.

#### ***Vendor Management:***

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time, etc.) and communicate results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment;
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.

#### ***Procurement Reporting:***

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed Contract Awards in a timely manner;

- Prepares reports of and for Procurement Meetings.

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

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

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations skills
- Ability to work in a team
- Ability to take own initiative
- Good People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

#### ***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- knowledge of Government Procurement Procedures
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Tender Management
- Proficiency in the use of relevant computer applications (Microsoft Office)

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

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Certification in public procurement (e.g. INPRI – Level 2-3/UNDP/CIPS etc.);
- Two (2) years' related work experience, in a similar position.

### **Special Condition Associated with the Job**

- Will be required to cope well under pressure and meet deadlines.

## **5. System Support Technician (MIS/IT 3)**

### **Job Purpose**

Under the direction of the Manager, Human Resource Management and Administration, the System Support Technician is in charge of providing support for computer hardware, software, networking, and other information systems services, as well as ongoing technical support to users of computer systems and applications and system maintenance.

### **Key Responsibilities**

- Possess abilities to perform typical advanced server and network administration skills to include upgrades and maintenance of hardware, operating systems, LAN/WAN, DNS, TCP/IP, WINS, DHCP and IIS support functions;
- Executes and updates all tickets regarding service requests;
- Performs commissioning of access for new computers users in relation to the network and email;
- Decommissions accounts/access for outgoing staff and undertakes measures regarding backup and archival of associated information/data;
- Installs new end-user equipment and supports repurposing/redistribution of older devices in keeping with organizational needs and industry standards;
- Deploys end-user devices onsite;
- Provides onsite and/or remote support as the need arises;
- Researches, analyzes and troubleshoots equipment issues;
- Contributes to the IT knowledge base;
- Provides on-the-ground support in securing end-user IT assets in times of pending disaster;
- Commissions new closed user group (CUG) mobile and corresponding devices;
- Implements endpoint protection mitigation measures and verifies successful remote monitoring of cyber threats/incidents;

- Updates the IT Inventory to track movement or reassignment of assets;
- Performs basic switch/router configuration to enable centralized monitoring;
- Undertakes the development and necessary maintenance of web presence for the Department.
- Performs any other related duties that may be assigned from time to time.

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

#### **Core:**

- Excellent oral and written communication skills
- Good planning and organizing skills;
- Good time management skills
- Good customer service skills
- Ability to analyse, diagnose and resolve basic operation and system issues
- Ability to use initiative and work in a team
- Ability to maintain integrity and confidentiality

#### **Technical:**

- Basic knowledge of desktop-side, user management tools and services
- Excellent understanding of service desk principles and best practices
- Knowledge of both Windows operating systems
- Knowledge of Android and iOS mobile operating systems

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

- Associate Degree/Diploma in Information Technology or Computer Science or equivalent, as well as relevant Microsoft Certification;
- Minimum of 1 year of professional working experience in IT support;
- CompTIA A+ certification would be an asset;
- Familiarity with well-known network management solutions would be an asset.

### **Special Condition Associated with the Job**

- May be required to work beyond normal working hours from time to time;
- The incumbent will be required to climb, lift objects and interact with electrical powered equipment;
- Will be required to cope well under pressure and meet deadlines.

Applications accompanied by résumés should be submitted **no later than Tuesday, 7<sup>th</sup> February, 2023 to:**

**Manager  
Human Resource Management and Administration  
Department of Government Chemist  
Hope Gardens  
Kingston 6**

Email: [government.chemist@moh.gov.jm](mailto:government.chemist@moh.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**