



**CIRCULAR No. 29**  
**OSC Ref. C.4858<sup>44</sup>**

16<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** posts in the **Ministry of Agriculture and Fisheries**:

1. **Senior Engineering Officer (Works and Infrastructure Projects) (SOG/ST 8) – Facilities and Property Management Branch**, salary range \$6,028,127 - \$8,107,161 per annum.
2. **Senior Director, Public Procurement (GMG/SEG 4) – Public Procurement Branch**, salary range \$4,947,565 - \$6,653,925 per annum.
3. **Senior Public Procurement Officer (GMG/SEG 1) – Public Procurement Branch**, salary range \$2,735,387 - \$3,678,791 per annum.
4. **Public Procurement Clerk (PIDG/RIM 1) – Public Procurement Branch**, salary range \$1,124,500 - \$1,512,328 per annum.

1. **Senior Engineering Officer (Works and Infrastructure Projects) (SOG/ST 8)**

**Job Purpose**

Under the general guidance and supervision of the Senior Director, Facilities and Property Management (GMG/SEG 4), the Senior Engineering Officer (Works and Infrastructure Projects) (SOG/ST 8) works in close consultation and collaboration with the Civil Works Engineer, Contractors, the Director, Public Procurement Branch and the Project Manager, to deliver Contract Management, Planning, Costing and Design Services to physical infrastructure projects from development through to implementation.

The incumbent also provides technical engineering advice on design standards, the cost-effectiveness of design, specification and methodology proposals, and workmanship for maintenance and rehabilitation of infrastructure, and new construction works. In addition, the Senior Engineering Officer (Works and Infrastructure Projects) (SOG/ST 8), conducts monitoring and evaluation activities during and after the construction phase of said works to ensure that the scope of work is completed in accordance with contract documents, agreed/established work and value for money.

**Key Responsibilities**

**Management/Administrative:**

- Participates in the development of the Division's Corporate and Operational Plans, work programmes and Budget;
- Provides advice to the Permanent Secretary, Principal Director - Corporate Services, Director, Public Procurement, Project Manager, Civil Works Engineer, other Directors, and Managers on engineering and procurement matters;
- Advises the Senior Director, Facilities and Property Management/Civil Works Engineer, of suppliers' reliability/suitability and performance;
- Attends meetings of the Project and Procurement Committees;
- Represents the Ministry at Conferences, Workshops, Seminars and other events;
- Monitors and ensures that effective and up-to-date contracts, engineering and procurement records are maintained;
- Manages to ensure that procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Guidelines;
- Monitors and maintains an inventory listing of all equipment bought for infrastructural works;
- Acts as a Purchasing Agent on behalf of the Ministry;
- Evaluates the performance of the Procurement and project processes, along with the Civil Works Engineer, Director, Facilities and Property Management, Project Manager, and Committee Members;
- Manages project issues, Budget and schedules;

- Participates in Project Teams;
- Advises on the appointment of external expertise when necessary.

**Technical/Professional:**

- Plans, designs and implements infrastructural works to improve the overall efficiency and effectiveness of the Ministry;
- Drafts contract documents;
- Prepares engineering analysis of projects to include preliminary design, calculation, life cycle cost and equipment selection;
- Conducts surveys to gather field data;
- Prepares and interprets blueprint, schematic drawing, payouts, and other visual aids;
- Prepares technical construction specifications which include design technical drawing sketches;
- Reviews, assesses and provides feedback on project documents from the proposal stage through implementation;
- Conducts impact assessment of infrastructure from the planning stage through implementation;
- Conducts investigations to evaluate complaints, suggestions, project progress and any other related matters needing technical/engineering advice;
- Participates in the development of technical standards and procedures;
- Monitors ongoing projects through site visits, attendance at meetings, reviews reports, documentation, and other means;
- Evaluates the ethical viability of projects;
- Supervises contract management related to physical infrastructure projects focusing on the achievement of the following results:
  - ✓ Implementation of proper contract management tools to ensure effective monitoring of contract execution and disbursement of payments
  - ✓ Safekeeping, execution of performance bonds and securities, and contractor assessment;
- Co-ordinates with the project staff from the Construction Unit of the Facilities and Property Management Division in providing technical assistance, to supervise and monitor payment requests and conflict resolution during contract execution;
- Provides analytical inputs to the elaboration and implementation of operational strategies related to physical development and infrastructure projects carried out by the Ministry of Agriculture and Fisheries;
- Meets with contractors, the general public, developers and interest groups concerning building projects, engineering regulations, standards, or policies;
- Monitors the activities of contractors to ensure the timely delivery of projects;
- Develops corrective strategies for engineering/technical defects;
- Develops project proposals;
- Prepares technical and other reports, and reviews comments and complaints regarding the development and progress of infrastructural works;
- Conducts and supervises procurement processes for physical infrastructure projects;
- Prepares Tender Documents for Physical Infrastructure Works;
- Prepares Physical Infrastructure Evaluation Report on Bidding Documents Received at Bid Opening;
- Ensures implementation of e-procurement in physical infrastructure projects and use of e-tendering system i.e. GOJEP System;
- Ensures full compliance of procurement activities with the Government of Jamaica (GOJ) Public Procurement Act (2015) and Public Procurement Regulations (2018); GOJ Procurement Handbook and Policies and Strategies;
- Implements an effective internal control analysis of parameters in support of the proper design and functioning of a Client-oriented Procurement Management System;
- Provides critical analysis to the Public Procurement Committee on proposals, elaboration of contract strategy, sourcing strategy, quality management, supplier selection and the improvement of procurement processes;
- Conducts and supervises the procurement processes for physical infrastructure projects focusing on the achievement of the following results:
  - ✓ Analysis of information in collaboration with the Technical Team
  - ✓ Preparation of Procurement Plans for the projects and monitoring of their implementation
  - ✓ Implementation of proper monitoring and control of procurement processes, their evaluation, negotiation of certain conditions of contracts in full compliance with Government of Jamaica Public Procurement Act (2015) and Public Procurement Regulations (2018), GOJ Procurement Handbook and Policies
  - ✓ Elaboration and issuance of solicitation documents; review and publication of clarifications to bidders; bid receipt and bid opening; co-ordination of bid evaluation and preparation of Evaluation Reports; contract award and negotiations; elaboration of contractual forms

- ✓ Preliminary review of Submissions to the Public Procurement Commission (PPC) and Cabinet Infrastructure Committee and the Integrity Commission;
- Implements an internal control system that ensures that contract documents are duly prepared and dispatched;
- Follows up on timely corrective actions;
- Elaborates and implements proposals to achieve excellence in the procurement service provision;
- Provides technical advice on public procurement matters (infrastructure) to officers;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurements guideline 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;
- Certifies certificates, invoices, payments orders, and commitment vouchers prior to submitting them 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 improvements, and changes to ensure that orders for supplies are procured in the most efficient and economic manner.

***Human Resource Management:***

- Monitors and evaluates the performance of direct 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 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 direct reports are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and organization's goals;
- Performs other related functions assigned from time to time by the Director, Public Procurement.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent leadership and interpersonal skills
- Good customer relations and quality focus skills
- Excellent written communication skills
- Excellent oral communication and presentation skills
- Excellent problem-solving and negotiation skills
- Excellent planning and organizing skills
- Strong integrity
- Ability to manage the client interface (external partners)
- Good analytical and critical thinking skills
- Goal/results oriented

***Technical:***

- In-depth knowledge of Civil Engineering
- Ability to conduct engineering analyses
- Good understanding of Contract Administration and Management
- Good knowledge of project assessment and technical analysis
- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Knowledge of Project Planning and Management
- Knowledge of Budget Preparation
- Knowledge of Tender Management
- Sound knowledge of the National Building Code
- Good knowledge of Occupational Safety and Health (OSH)
- Knowledge of the operations of Government/Ministry's policies and procedures
- Must have extensive knowledge of the Government of Jamaica Public Procurement Act (2015) and Public Procurement Regulations (2018), GOJ Procurement Handbook

- Proficiency in the relevant computer application software including Auto CAD
- Good report writing skills

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

- Bachelor's Degree in Civil Engineering, Construction Management, or a related field;
- Five (5) years of relevant experience at the national or international level in Procurement Management with particular emphasis in infrastructural procurement;
- Training/Certification in Project Management;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of web-based management systems (ERPs);
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 – MIND, would be an asset.

### **Special Conditions Associated with the Job**

- Extensive travelling island-wide;
- Holder of a valid Driver's Licence;
- Exposure to conditions related to the Construction Industry, such as dust, noise, heat and unsociable behaviour.

## **2. Senior Director, Public Procurement (GMG/SEG 4)**

### **Job Purpose**

Under the direct supervision of the Principal Director, Corporate Services (GMG/SEG 6), the Senior Director, Public Procurement (GMG/SEG 4) has the responsibility to provide strategic direction to the procurement function and to ensure that goods, services, and works required by the Ministry are procured and delivered as requested in accordance with Government of Jamaica 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;
- Develops the Strategic and Operational Plans and Work Programme for the Procurement Branch;
- Develops Standard Operating Procedures and relevant policies for the procurement function;
- Reviews internal Procurement policies and procedures and makes recommendations where required;
- Ensures that a Budget is prepared for the Unit;
- Advises the Directors/Heads of Division of suppliers' reliability/suitability and performance;
- Attends meetings of Procurement/Contracts Committees;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Represents Unit at Procurement and Contract Award Committees and Board meetings;
- Represents the organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- 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 that the preparation and submission of relevant Reports to meet internal and external requirements;
- Monitors and reports on Procurement Key Performance Indicators.

#### ***Technical/Professional:***

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Develops the Annual Procurement Plan and disseminates it to relevant internal and external stakeholders;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinate reports for submission to the MOFPS, 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 FAA Act, the Public Procurement Act, and Government Procurement Procedures/Guidelines;
- Ensures that tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately;
- Acts as a purchasing agent on behalf of the Ministry, as well as locally 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 Division and Procurement Committee Members;
- Oversees the contract award process and administers the contracts;
- Oversees the tending process;
- Provides advice on public procurement matters to senior officials;
- Reviews and approves contract award recommendations within the specified threshold;
- Provides technical guidance to the Ministry's Senior Executives;
- 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 the 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 procurements 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;
- Monitors purchases spend per active supplier to ensure transparency and value for money;
- Certifies all invoices, payment orders and commitment vouchers prior to submitting them 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 MDAs 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 MDA;
- 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 Division 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 in accordance with established Government Regulations;
- Monitors order and re-order levels in order to minimize the incidence of extravagance and waste.

***Human Resource Management:***

- Monitors and evaluates the performance of direct 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;
- Develops a work programme for the Branch;
- 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 developmental 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 the Division's and organization's goals;
- Performs any other relevant duties assigned as directed by the Principal Director, Corporate Services.

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

### ***Core:***

- Excellent People Management and leadership skills
- Knowledge of Strategic Planning
- Good customer relation skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Initiative
- Long range planning and organizing skills
- Strong integrity
- Ability to manage external relationship

### ***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of the Procurement Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contracts Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

## **Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Logistics and Supplies Management, Business Administration, Management Studies, Public Administration, or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years related work experience in procurement of goods and services, two (2) years of which should be at a supervisory level.

## **Special Conditions Associated with the Job**

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

### **3. Senior Public Procurement Officer (GMG/SEG 1)**

#### **Job Purpose**

Under the direct supervision of the Director, Public Procurement (GMG/SEG 3), the Senior Public Procurement Officer (GMG/SEG 1), executes the procurement of goods, consulting and non-consulting services and building construction works requested by the various Departments within the Ministry.

#### **Key Responsibilities**

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

- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to Purchase Order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed “Goods received or Services rendered”;
- Ensures that procurement practices are conducted in accordance with GOJ Public Procurement Act (2015).

##### ***Technical/Professional:***

- Prepares contracts in accordance with GOJ Public Procurement Handbook (2014);
- Co-ordinates public procurement tender closing and opening exercise;
- Co-ordinates evaluation and contract award on E-tendering Platform;
- Prepares Tender Evaluation Reports for review;
- Assesses bid submissions and makes recommendations for award;
- Prepares addenda to tender documents in accordance with GOJ Public Procurement Act (2015);
- Ensures that all Organization’s contracts are reviewed by the Legal Department;

- Maintains Contract Register;
- Assists in preparing Procurement Plans for the Organization;
- Maintains database with current cost and location of goods, works and services and establishes links with ones in other Government Agencies;
- Assists with negotiation with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains Data File with Government of Jamaica Procurement procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister and Organization representatives.
- Reviews all Tender Reports for submission to the Public Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Advises supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that the Public Procurement Committee and the Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals are maintained;
- Assists the Director, Public Procurement to set priorities and to formulate procedures;
- Advises the Director, Public Procurement or Director, Administration and Property Management on supplier's reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to internal/external customer on the Ministry's procurement policies and procedures;
- Develops priority settings for the client
- Liaises with the Accounts and Finance Division to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought, etc.

***Human Resource:***

- Monitors and evaluates the performances of direct 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 transfers, 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 developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.

***Other:***

- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Collates monthly purchasing report of Ministry's purchasing activity;
- Performs any other duties as directed by the Director, Public Procurement.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- Ability to manage the client interface
- Meticulous
- Integrity
- Professionalism

***Technical:***

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's policies, practices and procedures
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications

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

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND
- Three (3) years' experience in related field;

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Three (3) years' experience in related field;

**OR**

- Diploma in Business Administration, Accounting or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Five (5) years' experience in related field.

### **Special Conditions Associated with the Job**

- Motor Vehicle required for traveling island-wide to conduct site visits, meetings, etc.;
- May be required to work beyond normal working hours and on weekends.

## **4. Public Procurement Clerk (PIDG/RIM 1)**

### **Job Purpose**

Under the general supervision of the Senior Director, Public Procurement (GMG/SEG 4), the Public Procurement Clerk (PIDG/RIM 1) is responsible for providing the necessary clerical and administrative support in the issuing of tenders and the pre/post Bidding process.

### **Key Responsibilities**

- Disseminates tender documents;
- Represents the Procurement Branch at tender closing and opening exercises as Recording Clerk;
- Seals tender boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt Register;
- Conducts research on suppliers, prices, and other tender processes, and compiles information;
- Prepares and submits Purchase Orders;
- Prepares and submits reports of tender processes and other activities;
- Maintains record-keeping processes and systems for the Procurement Branch;
- Performs any other related duties assigned from time to time.

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

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

- Good oral and written communication skills
- Good planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Ability to work in a team
- Ability to work on own initiative
- Strong integrity
- Confidentiality

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

- Knowledge of the operations of Government/Ministry's policies, practices and procedures
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Procurement Guidelines
- Good report writing skills
- Proficiency in the relevant software applications, eg, Microsoft Excel, PowerPoint



**Minimum Required Qualification and Experience**

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level Subjects, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

**Special Condition Associated with the Job**

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

Applications accompanied by résumés should be submitted **no later than Friday, 27<sup>th</sup> January, 2023 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