



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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**CIRCULAR No. 111**  
**OSC Ref. C. 4840<sup>32</sup>**

**9<sup>th</sup> March, 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 **vacant post of Director, Public Procurement (Level 9)**, in the **Corporate Services Division, Statistical Institute of Jamaica**:

### **Job Purpose**

Under the direct supervision of the Director, Corporate Services, the Director, Public Procurement has the responsibility to ensure that goods, services and works required by the Institute are procured and delivered as requested in accordance with relevant laws including, Government of Jamaica Public Procurement Act 2015 and Regulations and with the Institute's rules and procedures.

### **Key Responsibilities**

- Provides advice to the Director, Corporate Services, Senior Finance Manager, other Directors, and Managers on procurement policies and procedures;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA), Public Procurement Act 2015 and Regulations, Government Procurement Guidelines and the Institute's Procurement Charter and Policy and Procedures Manual;
- Monitors and maintains an Inventory Listing of all equipment brought within the Institute;
- Acts as Purchasing Agent on behalf of the Institute as well as for local funded projects;
- Plays a lead role in the preparation/review of procurement policies and procedures;
- Evaluates the performance of the procurement process along with the Director, Corporate Services and Procurement Committee Members;
- Acts as e-Procurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews, procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFP, OCG, PPC, and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the tendering process and contract award process;
- Provides advice on public procurement matters to officers;
- Represents Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents Institute at PPC Sector Committee, PPC, and Cabinet Infrastructure Committee meetings;
- Prepares contract award recommendations;
- Reviews procedures for the procurement of works, goods and services carried out by the Institute;
- Reviews reports for submission to MFP, PPC, OCG, and Cabinet;
- Manages, monitors and controls the procurement of goods, services, and works 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, Corporate and Operational Plans for the Unit;
- Monitors orders and re-orders levels in order to minimize the incidence of extravagance and waste;
- Attends meetings of the Institute's Procurement Committee;
- Represents the Institute at Conferences, Workshops and Seminars.

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

### ***Core:***

- Excellent oral and written communication skills
- Excellent organizational and environmental awareness
- Excellent interpersonal skills
- Excellent teamwork and co-operation skills
- Demonstrated high level of integrity
- Demonstrated customer and quality focus
- Excellent technical skills

### ***Managerial:***

- Sound analytical and problem-solving skills
- Good time and project management skills
- Ability to delegate work effectively in order to meet timelines
- Ability to lead and motivate staff
- Demonstrated effectiveness in enabling change

### ***Functional:***

- Sound knowledge of the Government Public Procurement Act 2015 & 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 Education and Experience**

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
- Five (5) years related work experience in procurement of goods and services.

Applications accompanied by résumés should be submitted **no later Wednesday, 22<sup>nd</sup> arch, 2023 to:**

**Human Resource Manager  
Corporate Services Division  
Statistical Institute of Jamaica  
7 Cecelio Avenue  
Kingston 10**

Email: [h-r@statinja.gov.jm](mailto:h-r@statinja.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**