



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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25th April, 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 Industry, Investment and Commerce**:

1. **Director 2, Public Procurement (GMG/SEG 2) - Corporate Services Division**, salary range \$3,770,761 – \$5,071,254 per annum.
2. **Performance Monitoring and Evaluation Officer (GMG/SEG 2) - Policy Planning Projects and Research Division**, salary range \$3,770,761 – \$5,071,254 per annum.

1. Director 2, Public Procurement (GMG/SEG 2)

Job Purpose

Under the direct supervision of the Senior Director, Corporate Services (GMG/SEG 5), the Director 2 – Public Procurement (GMG/SEG 2) has the responsibility to ensure that goods and services required by the MDA 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 Senior Director, Corporate Services, other Directors and Managers on procurement policies and procedures;
- Participates in the Operational Plan and work programmes;
- Advises the Director, Administration and Property Management of suppliers reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry at Conferences, Workshops and Seminars;
- Monitors and ensure that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Guidelines;
- Monitors and maintains an Inventory Listing of all equipment brought within the Ministry;
- Acts a Purchasing Agent on behalf of the MDA as well as local funded projects;
- Prepares/Reviews policies and procedures for Parish Offices and Agencies;
- Evaluates the performance of the Procurement Process along with Director, Administration and Property Management and Committee Members.

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, OCG, 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 tending process;
- Provides advice on public procurement matters to officers;
- Represents Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the 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, OCG and Cabinet;

- Provides the Finance and Accounts Division with the necessary assistance and information as it related to 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 guideline and procedures and 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 of the Unit;
- Certifies all invoices, payments orders and commitment vouchers prior to submitting to the Finance and Accounts Division;
- Acquires clearance letter from N.I.S and national Housing Trust and Tax Compliance Certificate from the collector of Taxes for the MDA to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensured 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 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 accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Planning for all goods purchased by the MDA inclusive of cost and locations supplied;
- Monitors order and re-order levels in order to minimize incidence of extravagance and waste.

Human Resource Management:

- Monitors and evaluates the performance of directs reports, prepares performance appraisals and recommends and/or indicates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- 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;
- Ensure the welfare and development needs of skill 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 Division's and Organizations goals;
- Chairs tender opening exercises conducted at the MDA;
- Participates in the evaluation of tenders;
- Performs any other duties assigned as directed by the Director, Administration and Property Management;
- Performs any other related functions assigned from time to time by the Principal Director.

Required Knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relation skills
- Excellent written communication skills
- Excellent oral communication skills
- Excellent problem solving and negotiation skills
- Good planning and organizing skills
- Strong integrity
- Ability to manage external relationship

Technical:

- 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 Qualification 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.

OR

- ACCA Level 2;
- 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.

OR

- Diploma in Accounting, Business Administration or any related field;
- 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.

Special Conditions associated with the Job

- Extensive travelling island wide.

2. Performance Monitoring and Evaluation Officer (GMG/SEG 2)**Job Purpose**

Under the general direction of the Senior Director, Policy, Planning, Projects and Research Division (PPPRD), the incumbent is responsible for developing, implementing and maintaining systems and procedures that integrate the Corporate/Strategic Planning, budgeting and performance monitoring processes within the Ministry and its Portfolio Agencies ensuring alignment with Government's priorities.

The post is responsible for projecting the impact of economic factors on the successful implementation of the Ministry's policies, programmes, and projects. The incumbent participates in the management and implementation of the Performance Monitoring and Evaluation System (PMES) within the Ministry and its Agencies consistent with the Vision 2030: National Development Plan, Government Strategic Priorities and the Ministry's strategic priorities.

There is a requirement to develop partnerships and establish effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations related to overall Ministry and National policies. The post supports and facilitates Performance Planning, Monitoring and Evaluation with a view to improving organizational learning, goal achievement, fiscal prudence and risk management.

Key Responsibilities**Management/Administrative:**

- Plans, organizes and manages the work schedule for the Performance Monitoring and Evaluation Analyst and the Monitoring Officers;
- Establishes performance standards for officers supervised and delegates accordingly with required guidance;
- Prepares status and situational reports;
- Conducts performance reviews of subordinates;
- Participates and makes representations as required, in meetings, workshops, conference and other fora on Strategic Planning and Performance Management issues as required;
- Participates in Ministry's Strategic Planning Meetings;
- Represents the Ministry at meetings, conferences, workshops etc.;
- Recommends improvements and modifications to the planning format;
- Formulates and updates Procedure Manuals and documents as required;

Technical and Professional:

- Monitors the preparation of Corporate Plans and ensures the integration of targets, indicators and other performance measures in the planning and budgeting process;
- Facilitates, in collaboration with the Senior Officials of the Ministry, its Departments and Agencies, the preparation of the integrated Corporate Plans and Programmes in accordance with Government's directives, priorities and the Ministry's Mission;
- Facilitates stakeholder participation in the preparation of the Ministry's Strategic Plan and also the Corporate/Strategic Plans for the Ministry's Portfolio Agencies;
- Oversees the conduct of research, studies and surveys relating to socio-economic outcomes of services and activities and ensures the coordination and development of reports and papers;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyzes Corporate/Strategic/ Business Plans from the Agencies and summarizes this information for inclusion into MIIC's Strategic Business Plan;
- Projects the impact of economic factors on the successful implementation of the Ministry's policies, programmes and projects;
- Analyses Operational Plans from the Agencies and summarizing this information into MIIC's Operational Plan;
- Liaises continuously with the Cabinet Office to ensure that the Strategic Plan is driven by stated National Policy Objectives;
- Co-ordinates and prepares the Ministry's Strategic/Medium Term Plan in conjunction with Senior Director;
- Co-ordinates and prepares the Ministry's Annual Operational Plan;
- Collaborates with the Policy Team and all other Divisions to develop the Ministry's Plans and policies;
- Provides technical support and guidance to the Divisions, Departments and Agencies in the preparation of their Corporate/Business and Operational Plans;
- Co-ordinates Performance Review Meetings of Ministry and Agencies in collaboration with the Hon. Minister and the Permanent Secretary;
- Provides information to relevant stakeholders for speeches, reports and briefs;
- Collaborates and assists in the preparation of the Ministry's Technical, Annual and Biannual Reports;
- Liaises with the Performance Management and Evaluation Unit (PMEU), Cabinet Office and the Ministry of Finance and the Public Service in respect of the Ministry's Strategic Plan;
- Establishes effective working relationships with the Heads of Portfolio Agencies and staff to ensure that plans and operations relate to overall Ministry and National Policies and to obtain information and support;
- Participates in the preparation of a plethora of briefs and technical papers;
- Provides comments and contributes to requests from other Ministries and stakeholders;
- Assesses and reports on Plans from Departments and Agencies to ensure conformity with established policies, directives and overall strategic objectives;
- Provides timely technical advice and accurate well written reports;
- Conducts verification and background checks to ensure credibility and reliability of reports, documents and related data;
- Participates in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Ministry's Planning and Policy Development functions;
- Participates in the development and co-ordination of the PAAC Report for presentation to Houses of Parliament;
- Undertakes research and prepares updates, briefs and notes for the IMF Report through the Ministry of Finance and Public Service;
- Prepares Capital Budget Submission as needed;
- Performs any other related duties that may be assigned from time to time;
- Co-ordinates activities for Planning Retreats;
- Manages the implementation of the Performance Monitoring and Evaluation System (PMES).

Human Resources:

- Monitors and evaluates the performance of the Administrator, Performance Monitoring and Evaluation Analysts and the Planning and Research Analyst;
- Interprets policy and advises staff supervised on government regulations and guidelines;
- Recommends and/or initiates corrective action where necessary to improve performance;
- Participates in the recruitment of staff;

- Provides leadership and guidance through the effective planning, delegation, communication, training and mentoring;
- Makes recommendations on promotions, leave, itinerary, disciplinary issues and other Human Resources matters.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Ability to exercise initiative
- Ability to work as a part of a team
- Excellent oral and written communication
- Good interpersonal and facilitation skills
- Good presentation skills
- Excellent problem solving and analytical skills
- Excellent organizational skills
- Strong negotiating skills
- Confidentiality and Integrity
- Effective management of external relationships
- Computer literate - competency in Microsoft Word, Powerpoint, Excel

Minimum Required Qualification and Experience

- Bachelor's Degree in Management, Public Administration or Economics or any related Social Science Degree and Three (3) years related experience;
- Specialized training in Planning and/or Project Management, Economic Analysis and Statistics

Applications accompanied by résumés should be submitted **no later than Monday, 8th May, 2023** to:

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**