



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 150**

**OSC Ref. C. 5850<sup>14</sup>**

**3<sup>th</sup> 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 be assigned to the post of **Director, Public Procurement (GMG/SEG 3)**, for the period **July 3, 2023 to September 4, 2023 (Not Vacant)** in the **Public Procurement Branch, Ministry of Economic Growth and Job Creation**, salary range \$4,594,306 - \$6,178,830 per annum.

### **Job Purpose**

To design, develop and implement software solutions to enable the different Units/Divisions and users in the Ministry to carry out their functions effectively and efficiently.

### **Key Responsibilities**

- Act 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 with GOJ standards and 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 Board Meetings;
- Represents the Organization at PPC Sector Committee, PPC, and Cabinet Infrastructure Committee Meetings;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of Works, Goods & 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 service and ensures that the objectives and basic principles of the 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;
- Acquires Clearance Letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the Tax Administration Department for for the Organization 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 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 Senior Directors 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.

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

- Excellent leadership and interpersonal skills
- Good customer relations
- Excellent oral and written communication
- Excellent problem solving and negotiation skills
- 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**

- BSc. 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

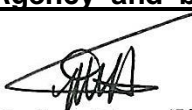
Applications accompanied by résumés should be submitted **no later than Tuesday, 18<sup>th</sup> April, 2023 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Economic Growth and Job Creation  
7th Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Email: [human.resources@megjc.gov.jm](mailto:human.resources@megjc.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**