



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 234

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30th May, 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 Manager Public Procurement (Level 8)**, in the **Water Resources Authority (WRA)**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

The position of Manager Public Procurement is responsible for managing the procurement process at the WRA. This includes but is not limited to ensuring procurement is done in accordance with GOJ Public Procurement laws and policies, goods and services are procured in an efficient and timely manner and proper records are maintained.

Key Responsibilities

- Obtains procurement needs from each Department, prepares specifications, conducts market research;
- Approves Quarterly Contracts Award Report submit;
- Approves TORs/Specifications, Tender documents, manages tender process, prepares contract in keeping with Act and guidelines;
- Schedule meetings, activities and monitors and evaluates work being done and prepares report;
- Guides Team Members on appropriate procurement methods, processes, threshold, and practices;
- Co-ordinates Tender Notices and advertisements process in keeping with Government guidelines;
- Co-ordinates Tender Opening and Closing Exercises, and the selection of the Qualified Supplier;
- Co-ordinates the Contracts Award process to ensure that the supplier selected is informed of the award as per the terms of the Tender Submission;
- Reviews and updates Supplier Guidelines for the delivery of goods and services, including quality of output, meeting deadlines and timelines;
- Supervises the maintenance of the Procurement Database for bonds and insurance and ensures that the information and accompanying documentations are current;
- Reviews and approves technical specifications in Terms of Reference (TOR). Requests For Proposals (RFP) and Bid Documents;
- Approves invoices to ensure correct price and follow up to ensure materials ordered have been received before invoice payment;
- Ensures the safe custody of Procurement Records, namely cost of items or services purchased, and service/product quality and performance and includes in the Monthly Reports;
- Approves process for contract awards from the relevant Government Agencies;
- Co-ordinates the preparation of reports of and for Procurement meetings;
- Attends Meetings of Procurement and Contracts Committees;
- Provides leadership, support and guidance to direct reports;
- Co-ordinates and conducts Monthly Team Meetings;
- Ensures Direct Reports are aware of and operates in accordance with all relevant laws and policies related to their jobs and the overall strategic goals of the WRA;
- Receives Travelling and Subsistence Claims from Direct Reports, approves and ensures they are submitted for on time payment;
- Participates in the recruitment of Team Members for the Unit as needed;
- Initiates and participates in disciplinary proceedings relating to direct reports and implements corrective measures;
- Conducts Performance Appraisal Monthly, Quarterly and Annually;
- Checks, approves and updates leave for Direct Reports.

Required Knowledge, Skills and Competencies

- Effective oral and written communication skills
- Initiative and attention to details
- Flexibility and Results Oriented
- Social and interpersonal Skills
- Good time management skills
- Business conduct and ethics
- Teamwork and collaboration
- Performance management
- Supervisory management
- Budget management
- Team player
- Record Management skills
- Critical thinking
- Critical thinking and analysis
- Good problem-solving and decision-making skills
- Knowledge of Supplies Management, Project Management, Budget Preparation, Contract Management, and Tender Management
- Sound knowledge of the FAA Act
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- BSc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts OR Certificate in Public Procurement: UNDP/CIPS level 3 or INPRI Level 4 and MIND OR ACCA Level 2;
- Seven (7) years related work experience in procurement of goods and services;
- Experience working with Government Public Procurement Act 2015 and Regulations.

Special Associated with the Job

- Visit suppliers to determine the quality of goods to be procured
- Work beyond Normal Working hours and weekend

Applications accompanied by résumés should be submitted **no later than Friday, 16th June, 2023 to:**

**Director, Human Resources Management and Administration
Water Resources Authority
Hope Gardens, P.O. Box 91
Kingston 7**

Email: hrm@wra.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**