



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 228
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26th 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 Senior Manager, Public Procurement (GMG/SEG 4) – Jamaica Tourist Board** in the Ministry of Tourism, salary range \$5,597,715 – \$7,528,305 per annum.

Job Purpose

The Senior Manager, Public Procurement will be responsible for managing and planning the systematic execution of procedures for the timely and cost-effective procurement of goods and services in accordance with the Government of Jamaica's procurement policies and procedures.

Key Responsibilities

- Plans, directs, and manages the procurement functions and activities within the organization, including:
 - Facilitating advertisements inviting bids, proposals, quotations or applications through the desired media, to ensure a reasonable opportunity to respond by all interested parties
 - Overseeing bidders' conference and public bid openings
 - Directing the evaluation of tenders and guiding the recommendation through the approval process
 - Interpreting and implementing purchasing policy and advising on problems encountered
 - Managing procurement approval process, including convening procurement committee meetings
 - Liaising with distributors, contractors and suppliers to ensure timely delivery of goods and services and assisting in resolving discrepancies on a timely basis;
- Prepares the Procurement and Operational Plans, Budget and Quarterly Reports for the Unit and ensures that Annual Plans are consistent with the Organization's policies and reflect financial targets;
- Ensures that all required processes, systems and controls are in place within the Unit to enable the achievement of its objectives effectively and efficiently;
- Co-ordinates and conducts procurement compliance reviews;
- Reviews language and submittals in contracts/agreements to ensure compliance with Government Procurement Policy and negotiates terms, executes final document or recommends execution;
- Interprets contract provisions and reviews contracts for accuracy and changes prior to bid and renewal;
- Negotiates terms and conditions of proposed service contracts/works, and prepares Service Contracts;
- Conducts visits to suppliers of goods, services and works to review items and/or to determine specifications, as required, prior to the engagement of the procurement process;
- Conducts cost/value analysis to ensure value for money is consistently achieved on all purchases;
- Develops and maintains a database of approved suppliers and service providers to facilitate the procurement of routine/standard goods and services;
- Monitors expenditure against budget, giving priority to inescapable items and contractual obligations.

Management/Administrative

- Liaises with the relevant Project and Accounting Officers in the Organization, to collate information for the organization's Annual Procurement Plan;
- Maintains continuous contact with the Ministry of Finance and Planning, Public Procurement Commission, and Integrity Commission to receive updates/changes in GOJ Procurement Policy guidelines; ensures they are communicated to all relevant staff and that they are appropriately implemented and complied with;
- Processes requests for special/exception procurement and advises on the most appropriate action ensuring transactions comply with established standards;
- Oversees the preparation of Monthly Reports to the Integrity Commission;

- Prepares submissions to the Organization's Sector Committee or the Public Procurement Commission, as directed;
- Makes presentations to the Procurement Committee, as necessary in relation to goods, services, works and consultancies being procured by the Organization;
- Monitors contracts awarded;
- Conducts research and prepares responses to queries/requests for information and/or data from the Integrity Commission, Ministry of Finance and Planning as well as Internal and External Auditors;

Supervisory

- Manages the performance of staff by setting performance targets, monitoring and providing timely feedback on performance and initiates corrective action where necessary;
- Conducts Performance Appraisals and identifies and/or recommends training and other developmental programmes where necessary;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Ensures team members are provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommends leave and disciplinary action in accordance with established human resource policies and procedures;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good oral and written communication
- Good Customer and quality focus
- Teamwork and co-operation
- High level of integrity
- Compliance
- Good interpersonal skills
- Change management

Technical:

- Good knowledge of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes, and legislation
- Good knowledge of evaluation frameworks
- Fair ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences
- A high level of initiative and self-motivation
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry, and for functioning effectively on inter-ministerial and multi-sectoral Committees and working groups
- Familiarity with procedures, policies and legislation governing the machinery of Government
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite of software products.

Minimum Required Qualification and Experience

- Bachelor's Degree in Public Sector Management, Public Policy, Business Administration, Management Studies, Tourism Development or related field of Social Sciences;
- Three (3) years' experience in Public Policy or equivalent environment.

Special Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Thursday, 8th June, 2023 to:**

**Senior Manager, Human Resource Development, Jamaica Tourist Board
64 Knutsford Boulevard, Kingston 5
Re: “Vacancy – Procurement Manager”**

Email: jtboard@visitjamaica.com

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**