



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 269

OSC Ref. C. 6664

21st June, 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 1 – Public Procurement (GMG/SEG 1)**, in the **Ministry of Legal and Constitutional Affairs**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under the direct supervision of the Senior Director, Corporate Services, the Director 1 – Public Procurement (GMG/SEG 1) has the responsibility to ensure that goods and services required by the Ministry 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 the Ministry and Departments;
- 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 with 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 and 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 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, 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 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 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 are 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 the Public Service 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 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 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 Senior Director, Corporate Services;
- Performs any other related functions assigned from time to time by the Senior Director.

Required Knowledge, Skills, and Competencies

Core

- Integrity
- Good oral and written communication skills
- Interpersonal relations
- Teamwork and co-operation
- Ability to use own initiative
- People Management skills
- Good problem-solving and decision-making skills
- Good time management skills

Technical

- Extensive Knowledge of Government Procurement guidelines and procedures.
- Excellent knowledge of contract administration.

- Ability to research and evaluate technical proposals and recommend contracts for award.
- Knowledge of office management principles, practices, and procedures.
- Excellent knowledge of accounting practices as applied to procurement procedures.
- Working knowledge of computer applications.

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 2 or **INPRI** Level 3 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 2 or **INPRI** Level 3 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 2 or **INPRI** Level 3 and **MIND**;
- Seven (7) years related work experience in procurement of goods and services.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- Long hours of work including weekends and public holidays

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Monday, 4th July, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Legal and Constitutional Affairs
61 Constant Spring Road
Kingston 10**

Email: careers@mlca.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**