



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 334
OSC Ref. C. 5526

21st July, 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 Procurement Officer (GMG/AM 3)** in the **Public Procurement Branch, Department of Government Chemist**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

Under the general direction of the Director, Public Procurement, the Public Procurement Officer assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

Key Responsibilities

Management/Administrative:

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitated audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to The Contractor General's Office (QCA Report).

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms Of Reference (TOR) and preparing Request for Proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures;
- Maintains procurement Filing System in a systematic manner;
- Receives compiles and processes Purchase Requisition Forms for all Departments for the procurement of goods and services.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Developments and executes measurement tools to accurately gauge vendor's performance (quality delivery time, etc.) and communicate results internally and externally as necessary;
- Checks invoices to ensures correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and recommend invoices for payment;
- Maintains Procurement Records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.

Procurement Reporting:

- Monitors and reports the procurement implementation status and progress as required;
- Follow-ups with relevant government agencies to obtain the approval of proposed contract awards in a timely manner;
- Prepares reports of and for procurement meetings.

Required Knowledge, Skills, and Competencies**Core**

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations skills
- Ability to work in a team
- Ability to take own initiative
- Good people management skills
- Good problem-solving and decision-making skills
- Good time management skills

Technical

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- knowledge of Government Procurement Procedures
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Tender Management
- Proficiency in the use of relevant computer applications (Microsoft Office)

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Certification in public procurement (e.g. INPRI – Level 2-3/UNDP/CIPS etc.);
- Two (2) years' related work experience, in a similar position.

Special Condition Associated with the Job

- Will be required to cope well under pressure and meet deadlines.

Applications accompanied by résumés should be submitted **no later than Friday, 4th August, 2023 to:**

**Manager
Human Resource Management Administration
Government Chemist
Department of Government Chemist
Hope Gardens
Kingston 6**

Email: government.chemist@moh.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**