



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 348** **OSC Ref. C. 6593<sup>4</sup>**

**23<sup>rd</sup> August, 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 **not vacant** post of **Public Procurement Officer (GMG/AM 3)** in the **Ministry of Tourism** salary range \$1,984,305 – \$2,668,670 per annum.

#### **Job Purpose**

The Public Procurement Officer under the general supervision of the Director 3, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. 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**

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services, and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Maintains Procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award report to be submitted to the Integrity Commission (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

#### ***Procurement Process Management***

- Prepares and reviews technical specifications in collaboration with stakeholders, refining terms of reference (TOR) and preparing request for proposals (RFP) 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
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement;
- Maintains procurement filing system in a systematic manner;
- Updates contracts on Go JEP for closeout;
- Arrange Evaluation and Procurement Committee Meetings.
- Prepares and dispatch documents for Evaluation Committee;
- Compiles documents for Procurement Committee;
- Draft Letters to Suppliers (standstill, award);
- Maintains Procurement and Contract schedule;
- Performs any other duties as directed by the Head of the Division.

#### ***Vendor Management***

- Maintains list of vendors and contractors supplying various items and services.
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery times etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received and recommends invoices for payment;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on monthly reports.

**Procurement Reporting**

- Monitors and reports the procurement implementation status and progress as required;
- Follow-up 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 Competences**

- Sound Integrity;
- Good Oral and Written Communication skills;
- Good Interpersonal relations;
- Ability to work as a team;
- Ability to work on own initiative;
- Good people management skills;
- Good problem solving, decision making and organizing skills;
- Good time management skills.

**Technical Competences**

- 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;
- Good knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications.

**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

**Special conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Long hours of work including weekends and public holidays;
- May be required to work both indoors and outdoors.

Applications accompanied by résumés should be submitted **no later than Tuesday, 5<sup>th</sup> September, 2023 to:**

**Director  
Human Resource Management & Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5**

Email: [hrm@mot.gov.jm](mailto:hrm@mot.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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer (acting)**