



## Office of the Services Commissions

(Central Government)

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**CIRCULAR No. 397**  
**OSC Ref. C. 6272<sup>18</sup>**

**28<sup>th</sup> September, 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/fill the following posts in the **Office of the Prime Minister**:

1. **Public Procurement Officer (GMG/AM 3) (Not Vacant) – Public Procurement Branch, Administration and Special Services Division**, salary range \$1,984,305 - \$2,668,670 annum.
2. **Records Officer 1 (PIDG/RIM 2) (Vacant) – Documentation, Information and Access Services Unit, Administration and Special Services Division** salary range \$1,550,136 - \$2,084,761 per annum.

### 1. **Public Procurement Officer (GMG/AM 3)**

#### **Job Purpose**

The Procurement Officer under the general supervision of the Director 2, Public Procurement Officer is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. 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;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (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;
- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms Of Reference (TOR) and prepare Request For Proposals (REP) and bidding documents;
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines 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, compiles data on these for internal monthly reports;
- Follows 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**

- Excellent oral and written communication skills
- Strong interpersonal, teamwork and cooperation skills
- 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
- Good people management skills
- Ability to take own initiative
- Strong problem solving and decision-making skills

- Strong working knowledge of computer applications

### **Minimum Required Qualification and Experience**

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years' procurement experience, in a similar position.

### **Special Conditions Associated with the Job:**

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

## **2. Records Officer 1 (PIDG/RIM 2)**

### **Job Purpose**

Under the supervision of the Registrar, the Records Officer 1 provides support in the execution of Mail and Records Management functions of the Registry and conducts research to support the provision of information under the Access to Information Act.

### **Key Responsibilities**

- Processes incoming requests, conducts research and provides information in relation to activities performed;
- Provides support with the maintenance of Bring Up requests to ensure files are delivered;
- Provides support with the maintenance of the Charge Out System and follow up on outstanding loans;
- Inspects files to ensure they are up-to-date; and established procedures are adhered to in processing the records;
- Monitors the decentralized File Stations to ensure compliance with established procedures and approved records management practices;
- Creates new files;
- Undertakes data entry and scanning of records;
- Conducts ongoing inventory of files;
- Implements Retention/Disposal schedule provisions to records and assists with the processing of files for transfer to the Jamaica Archives and Records Department;
- Participates in the Annual Records Survey exercise and the setting of Retention/Disposal Schedules;
- Updates the Records Database;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Prepares correspondence for cross referencing where necessary;
- Monitors daily clearance of the internal and external mailboxes and the processing of mail;
- Processes incoming and outgoing mails in accordance with established Procedures;
- Processes special and/or complex mail including registered and classified mail and mail sent by courier and Jamaican Diplomatic Bag;
- Provides information on the procedures for accessing information and assists customers in completing application forms;
- Processes applications and prepares documents for inspection and purchase;
- Prepares reports as directed/required;
- Processes incoming mail containing valuable items.

### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills
- Good oral and written communication skills
- Good, decision making and problem-solving skills
- Good planning and organizing skills
- Good customer service skills
- Knowledge of the operations of Government
- Knowledge of records management and research methodologies
- Knowledge of office practices and procedures
- Good knowledge of Records and Information Management policies, practices and procedures system
- Working knowledge of the Archives Act, Access to Information Act, ISO 15489, FAA Act and other regulations
- Proficient in the use of Microsoft Office Suite (Word, Excel etc.)

**Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

**Special Condition Associated with the Job**

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11<sup>th</sup> October, 2023 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Cabinet  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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