



Office of the Services Commissions

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CIRCULAR No. 405 **OSC Ref. C. 4858⁴⁶**

28th 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 fill the **vacant post of Senior Director, Public Procurement (GMG/SEG 4) in the Corporate Services – Public Procurement Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$5,597,715 - \$7,528,305 per annum.

Job Purpose

Under the direct supervision of the Principal Director, Corporate Services (GMG/SEG 6), the Senior Director – Public Procurement (GMG/SEG 4) has the responsibility to provide strategic direction to the procurement function and to ensure that goods, services and works 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 Principal Director, Corporate Services, other Directors and managers on procurement policies and procedures;
- Develops the Strategic Plan, Operational Plan and Work Programme for the Procurement Branch;
- Develops Standard Operating Procedures and relevant policies for the procurement function;
- Reviews internal Procurement policies and procedures and makes recommendations where required;
- Ensures that a Budget is prepared for the Unit;
- Advises the Directors/Heads of Divisions of suppliers' reliability/suitability and performance;
- Attends meetings of Procurement/Contracts Committees;
- Represents the Ministry at Conferences, Workshops, and Seminars;
- Represents Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Organization at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;
- Monitors and ensures that effective and up-to-date procurement records are maintained across the wider Ministry;
- Develops and monitors a system to ensure that all assets procured are accounted for within the Ministry;
- Ensures that the preparation and submission of relevant Reports to meet internal and external requirements;
- Monitors and reports on Procurement Key Performance Indicators.

Technical/Professional:

- Acts as eProcurement Coordinator and Lead Evaluator;
- Develops the Annual Procurement Plan and disseminates it to relevant internal and external stakeholders;
- 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;
- Prepares/Reviews Procurement Policies and Procedures for the Ministry's Head Office, Parish Offices and Agencies;
- Monitors and ensures that procurement practices conform to the Financial Administration and Audit (FAA) Act, the Public Procurement Act, and Government Procurement Procedures/Guidelines;
- Ensures that Tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately;
- Acts as a Purchasing Agent on behalf of the Ministry as well as locally funded projects;

- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Evaluates the performance of the Procurement Process along with Directors, Heads of Divisions, and Procurement Committee Members;
- Oversees the Contract Award process and administers the contracts;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to senior officials;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Provides technical guidance to the Ministry's Senior Executives;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the 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 and 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;
- Monitors purchases spend per active supplier to ensure transparency and value for money;
- Certifies all invoices, payment orders, and commitment vouchers prior to submitting them to the Finance and Accounts Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the tax administration Jamaica 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 is 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/Heads of Divisions 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 in accordance with established Government Regulations;
- Monitors order and re-order levels in order to minimize the incidence of extravagance and waste.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or indicates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Develops a work programme for the Branch;
- Participates in the recruitment of staff for the Division/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;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Division's and Organization's goals;
- Performs any other related duties that may be assigned by the Principal Director, Corporate Services from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent People Management and leadership skills

- Knowledge of Strategic Planning
- Good customer relation skills
- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills
- Ability to use own initiative
- Long range planning and organizing skills
- Strong integrity
- Ability to manage external relationship

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of the Procurement Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contracts Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Logistics and Supplies Management, Business Administration, Management Studies, Public Administration, or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years related work experience in procurement of goods and services of which at least two (2) years should be at a supervisory level.

Special Conditions Associated with The Job

- Travelling island wide;
- May be required to work on weekends;
- Stressful environment with long hours of work.

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

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

E-mail: jobopportunities@moa.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**