



## Office of the Services Commissions

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### **CIRCULAR No. 514** **OSC Ref. C. 4858<sup>47</sup>**

**6<sup>th</sup> December, 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 Public Procurement Officer (GMG/SEG 1)** in the **Public Procurement Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$3,094,839 - \$4,162,214 per annum.

#### **Job Purpose**

Under the direct supervision of the Senior Director – Public Procurement (GMG/SEG 4), the Senior Public Procurement Officer (GMG/SEG 1), executes the procurement of goods, consulting and non-consulting services, and building construction works requested by the various departments within the Ministry.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Ensures that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed “Goods received or Services rendered;”
- Ensures that procurement practices are conducted in accordance with GOJ Public Procurement Act (2015).

##### ***Technical/Professional:***

- Prepares contracts in accordance with GOJ Public Procurement Handbook (2014);
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Co-ordinates evaluation and contract award on e-tendering platform;
- Prepares Tender Evaluation Reports for review;
- Assesses Bid Submissions and make recommendations for award;
- Prepares addenda to tender documents in accordance with GOJ Public Procurement Act (2015);
- Ensures that all Organization’s contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Assists in preparing Procurement Plans for the organization;
- Maintains database with current cost and location of goods, works and services and establish links with ones in other Government Agencies;
- Assists with negotiation with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement procedures;
- Provides liaison services between the PPC, the Ministry of Finance, and Office of the Prime Minister and Organization representatives;
- Reviews all tender reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination;
- Advises supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Procurement to set priorities and to formulate procedures;

- Advises the Director, Procurement or Director, Administration and Property Management on supplier's reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to Internal/External customers on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Liaises with the Accounts and Finance Division to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.

***Human Resource:***

- Monitors and evaluates the performances of direct reports, prepares Performance Appraisals and recommend and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfers, promotions, terminations 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 skill in the Division/Unit are clearly identified and addressed;
- Maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organizations goals.

***Other:***

- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Collates monthly purchasing report of Ministry's purchasing activity;
- Performs any other related duties as directed from time to time by the Director, Procurement.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good oral and written communication skills;
- People Management skills;
- Ability to work on own initiative;
- Good interpersonal skills;
- Customer and quality focus;
- Integrity;
- Methodical;
- Good planning and organizing skills.

***Technical:***

- Good knowledge of the stipulations of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Good knowledge of the Procurement Guidelines;
- Familiarity with the E-GoJEP.

**Minimum Required Qualification and Experience**

- Bachelor's Degree: Supplies Management, Management Studies, Business Administration, Public Administration, or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3;
- Three (3) years' experience in related field.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years' experience in related field.

**OR**

- Diploma in Supplies Management, Business Administration, or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Five (5) years' experience in related field.

**Specific Conditions Associated with the Job**

- Motor Vehicle required for traveling island-wide to conduct site visits meetings, etc.;
- May be required to work beyond normal working hours and on weekends.

Applications accompanied by résumés should be submitted **no later than Tuesday, 19<sup>th</sup> December, 2023 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer