



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 27

OSC Ref. C. 5526

11th January, 2024

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 **Director, Public Procurement (GMG/SEG 1)** in the **Public Procurement Branch, Department of Government Chemist**, salary range \$3,094,839 - \$4,162,214 per annum.

Job Purpose

Under general supervision of the Government Chemist, the incumbent is responsible to ensure, that goods and services required by the Department are procured and delivered as requested in accordance with Government of Jamaica's (GOJ's) Public Procurement Act, 2015 and Regulations, 2018.

Key Responsibilities

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Co-ordinates and conducts the Organization's procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFP, IC, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately;
- Monitors the Organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;
- Provides advice on Public Procurement matters to Officers;
- Represents Unit at Procurement and Contract Award Committees and other meetings;
- Represent Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- Reviews and approves Contract Award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Organization;
- Reviews reports for submission to MFP, PPC, IC and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures are 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;
- Prepares Budget for the Unit;
- Certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- 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 improvement 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 Entity;

- 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 the Government Chemist in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Managerial/Administrative:

- Formulates overarching policies and procedures regarding Procurement Management and based on Government principles and regulations;
- Oversees the development of the Procurement Plan for the Department;
- Oversees the procurement of goods, services and works in accordance with Government policies and procedures in order to meet the Organization's needs through the most cost-effective means;
- Reviews Purchase Order claims and contracts for conformance to Government guidelines and policies;
- Authorization of Purchase Order using Government Financial Management System (GFMS);
- Coordinates the procurement of goods, services and works. Generates appropriate paperwork, ensures orders are consistent with specifications, that deliveries are on time and invoices are honoured promptly;
- Liaises with services providers, Ministry of Finance and the Public Service and other stakeholders for the provision of goods and services and prepares the relevant reports;
- Develops/facilitates the development of guidelines, policies and standards for the procurement management portfolio of the Department;
- Prepares Quarterly Contracts Awards (QCA) Reports and submits to the Integrity Commission;
- Maintains liaison with suppliers of goods and services;
- Reviews submissions for Procurement Committee;
- Prepares and submits Contract Reports to the Public Procurement Commission (PPC);
- Ensures the arrangement of the Procurement Committee meetings;
- Represent the Department on Procurement related matters that falls within the purview of the Unit;
- Establishes and maintains filing and records management systems.

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 Unit and recommends transfer, 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 Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Department's and Organization's goals;
- Performs any other related duties assigned as directed by the Government Chemist from time to time.

Financial:

- Prepares and manages the Annual Budget for the Unit;
- Purchases Capital Goods for the Department as directed;
- Prepares and manages the Annual Procurement Plan for the Department.

Required Knowledge, Skills, and Competencies

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills

- Excellent oral and written communication skills
- Excellent problem-solving and negotiation skills

Technical:

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

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Management Studies, Business Administration, Public Sector Management or Administration or any related field from a recognized tertiary institution;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 4 and MIND experience in related field;
 - Five (5) years related work experience in procurement of goods and services.
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 4 and MIND experience in related field;
 - Five (5) years related work experience in procurement of goods and services.
- OR**
- Diploma in Accounting, Business administration or any related field from an accredited tertiary institution;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
 - Seven (7) years related work experience in procurement of goods and services.

Specialized Training:

- Training in Budget Preparation and Supervisory Management.

Special Condition Associated with the Job

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

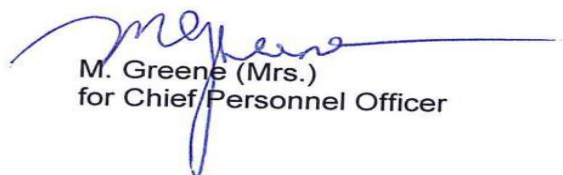
Applications accompanied by résumés should be submitted **no later than Wednesday, 24th January, 2024 to:**

**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.


M. Greene (Mrs.)
for Chief Personnel Officer