



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No.95
OSC Ref. C. 6276¹⁴

20th February, 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 (Band 8)** in the **Rural Water Supply Limited (RWSL)**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

Under the direct supervision of the Manager HR/Corporate Services, the Director, Public Procurement has the responsibility to ensure that goods and services required by RWSL 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 Director, Corporate Services, other Directors and Managers on Procurement policies and procedures;
- Participates in the Operational Plan and work programmes;
- Advises the officer responsible for Administration and Property Management of suppliers' reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Organization at Conferences, Workshops and Seminars;
- Monitors and ensures that effective and up to date procurement records are maintained;
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines;
- Monitors and maintains an inventory listing of all equipment bought within RWSL;
- Acts as Purchasing Agent on behalf of RWSL as well as local funded projects;
- Prepares/Reviews policies and procedures for the entity;
- Evaluates the performances of the Procurement Process along with the Head of the Division and Committee Members.

Technical/Professional

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conduct procurement compliance reviews;
- Co-ordinates and conduct Organization Procurement training seminars/workshops;
- Co-ordinates reports for submission to the MOFP, OCG, 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 matter to officers;
- Represents Unit at Procurement and Contract Award Committees and Board meetings;
- Represents Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings;
- Reviews and approve 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, OCG and Cabinet;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to 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 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 Department;
- Acquires Clearance Letter from N.I.S. and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the Organization 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 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 ensure 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 Senior Directors in developing guidelines for establishing priorities in the allocation 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.

Human Resource

- Monitor 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;
- Ensure the welfare and development needs of skill in the Branch/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;
- Chairs tender opening exercises conducted at the Organization;
- Participates in the evaluation of tenders;
- Performs any other duties that may be assigned.

Required Knowledge, Skills, and Competencies

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 & 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

Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Minimum Required Qualification and Experience

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- Diploma in Accounting, Business Administration or any related fields
- 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

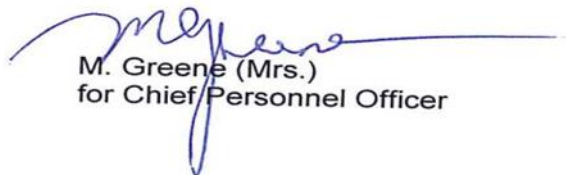
Applications accompanied by résumés should be submitted **no later than Monday, 4th March, 2024 to:**

**Manager, Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: info@rwsj.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