



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. 123 **OSC Ref. C. 4858⁴⁸**

11th March, 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 **Procurement Officer (GMG/AM 3)** in the **Public Procurement Branch, Ministry of Agriculture, Fisheries and Mining**, salary range \$1,984,305 – 2,668,670 per annum.

Job Purpose

Under the direct supervision of the Procurement Manager (GMG/SEG 2), the Procurement Officer (GMG/AM 3), is responsible for conducting research; checks, verifies and maintains records of all goods and services procured and delivered to the Divisions/Units.

Key Responsibilities

Technical/Professional:

- Sources suitable and registered suppliers from which to purchase office goods, services; and equipment;
- Requests Pro-forma Invoices from reputable suppliers;
- Liaises with internal/external customers to ensure efficiency in the delivery of goods;
- Assists the Finance and Accounts Division with the necessary information as it relates to payments and reconciliation of accounts;
- Contacts suppliers by phone, email, fax, face to face to deliver goods;
- Prepares documents for the signature of the Procurement Manager;
- Collects items and check to ensure that the precise quality and quantity of goods are received as per the Purchase Order and according to specification;
- Ensures that goods are received;
- Ensures goods procured are of quality and are obtained at the lowest prices;
- Follow up on payment after goods are received in satisfactory condition and as per Purchase Order;
- Ensures that purchases are made within the Procurement Guidelines;
- Investigates suppliers performance, capabilities and the competitiveness of the prices
- Prepares and issues purchase;
- Assists in the process of initiating the clearance of advances regarding the procurement of goods;
- Follows-up on Orders until payments are made;
- Inspects goods with officers for whom furniture and equipment are procured.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Excellent planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Good teamwork and co-operation skills
- Ability to work on own initiative
- Strong integrity
- Good customer and quality focus skills

Technical:

- Knowledge of the operations of Government/Ministry's policies, practices and procedures
- Good knowledge of Contract Administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Procurement Guidelines

- Working knowledge of Office Management principles, practices and procedures
- Proficient in relevant Software Applications

Minimum Required Qualification and Experience

- Associate Degree in Management Studies/Accounting or any related field;
 - Two (2) years' experience in Government Procurement.
- OR**
- Diploma in Public Administration/Management Studies/Accounting or related field;
 - Three (3) years' experience in Government Procurement Procedures and Financial Regulations, with at least two (2) years in Administration.

Specific Condition Associated with the Job

- May have to work beyond normal working hours and on weekends and holidays.

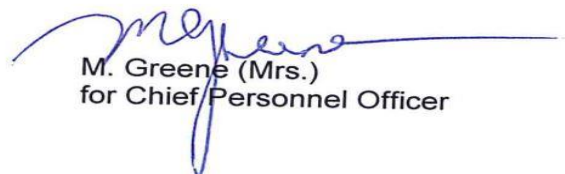
Applications accompanied by résumés should be submitted **no later than Friday, 22nd March, 2024 to:**

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

Email: 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.


M. Greene (Mrs.)
for Chief Personnel Officer