



Office of the Services Commissions

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CIRCULAR No. 111 **OSC Ref. C. 4860¹¹**

4th 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 following contractual positions for a period of two (2) years in the **National Insurance Investment Secretariat, Ministry of Labour and Social Security**:

1. **Property and Building Officer (SOG/ST 7) (Contract)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Procurement Officer (GMG/SEG 1) (Contract)**, salary range \$3,094,839 - \$4,162,214 per annum.

1. Property and Building Officer (SOG/ST 7)

Job Purpose

Under the direct supervision of the Property Manager (GMG/SEG 3), the Property and Building Officer (SOG/ ST 7) will be responsible for overseeing the construction, maintenance, and renovation activities of the National Insurance Fund's Investment Properties. This role requires ensuring compliance with Building Codes, Regulations, and Safety Standards, as well as coordinating with contractors, architects, and relevant stakeholders. The officer is responsible for performing infrastructural engineering project, planning and co-ordinating duties that include tendering and specification development, planning, designing, construction and maintenance related to the NIF's Investment Properties.

Key Responsibilities

Construction and Renovation Management:

- Manage construction and renovation projects of National Insurance Fund Properties from initiation to completion;
- Review architectural and engineering plans, ensuring compliance with Building Codes, Regulations, and Safety Standards;
- Co-ordinate with contractors, architects, and other relevant parties to ensure timely and cost-effective project execution;
- Conduct periodic inspections to monitor the progress and quality of construction or renovation work.

Maintenance and Repairs:

- Develop and implement a preventive maintenance programme for National Insurance Fund Properties;
- Co-ordinate and oversee repairs and maintenance activities to ensure the safety, functionality, and aesthetics of buildings;
- Maintain accurate records of maintenance activities, including schedules, costs, and completed work.

Compliance and Regulatory:

- Stay updated on Building Codes, Regulations, and industry best practices to ensure compliance;
- Review and approve Building Permits and other regulatory documentation;
- Coordinate inspections with relevant Authorities to ensure compliance with safety and environmental standards.

Budgeting and Cost Control:

- Participate in the preparation of Annual Budgets for construction, maintenance, and renovation projects;
- Monitor project expenditures, track costs, and ensure adherence to approved Budgets;
- Identify cost-saving opportunities and recommend cost-effective solutions.

Stakeholder Management:

- Collaborate with internal Departments and external stakeholders to understand their building requirements and coordinate related activities;
- Liaise with Government Agencies, contractors, architects, and other professionals involved in construction and maintenance projects;
- Address stakeholders' concerns, provide updates, and maintain positive relationships.

Management/Administrative

- Represents the NIF at meetings, conferences and related forums;
- Participates in the Strategic Planning, Operational Plans for the Real Estate & Property Department;
- Provides technical advice and support to the Property Manager, Director Real Estate and Transition Manager;
- Participates as a panelist for selection of contractors;
- Manages project issues, budget and schedules;
- Reviews and critiques proposed changes to engineering standard, policies or details;
- Participates in tender, reviews and preparation of report.

Technical/Professional

- Prepares technical construction specifications which include design technical drawing sketches;
- Manages construction documents printing process;
- Meets with contractors, general public, developers and interest groups regarding building and renovation projects, engineering regulations, standards or policies;
- Monitors the activities of contractors to ensure timely delivery of projects;
- Prepares and schedules rehabilitations and maintenance works;
- Participates in the preparation of standards and guidelines for casual works;
- Performs routine evaluation of proposals per contractual works;
- Supervises the construction of projects to ensure buildings constructed are in accordance to drafted plans.

Required Knowledge, Skills and Competencies**Core**

- Excellent oral and written communication skills
- Good customer relations skills
- Good time management skills
- Good negotiating skills
- Strong inter-personal and analytical skills

Technical

- Project Planning and Management Skills
- Proficiency in Computer Applications including Auto CAD and Microsoft Project and other Microsoft Applications
- Competence in designing and interpreting engineering drawing, briefs, diagrams
- Sound knowledge of safety regulations and programmes.
- Excellent knowledge of Engineering works and Surveying Techniques
- Sound knowledge of The National Building Code
- Experience working in Government or Public Sector Organizations is preferred.

Minimum Required Qualification and Experience

- Bachelor's Degree in Construction Technology or Property Management;
- Three (3) years' experience in Building and Property Maintenance or Construction;

Special Conditions Associated with the Job

- Holder of a Valid Driver's Licence
- Extensive travelling island-wide
- Exposure to sun, dust, water and noise
- Inspects work sites

2. Procurement Officer (GMG/SEG 1)

Job Purpose

The Procurement Officer will be responsible for managing and coordinating the procurement process of goods, services, and works for the National Insurance Fund. This role requires ensuring compliance with procurement policies and procedures, conducting market research, vendor evaluation, and contract management.

Key Responsibilities

Procurement Planning and Strategy:

- Develop and implement procurement strategies in line with the National Insurance Fund's Objectives and Policies;
- Collaborate with internal stakeholders to identify procurement needs and prepare Procurement Plans;
- Conduct market research to identify potential suppliers, products, and services that meet the Organization's requirements.

Procurement Process Management:

- Manage the end-to-end procurement process, including preparation of bid documents, solicitation of bids, bid evaluation, and contract award;
- Ensure compliance with procurement policies, regulations, and procedures, including transparency, fairness, and value for money;
- Maintain accurate procurement records and documentation, including contracts, purchase orders, and supplier information.

Vendor Evaluation and Selection:

- Evaluate and assess vendor capabilities, qualifications, and financial stability to determine their suitability for specific procurement projects;
- Conduct suppliers' performance evaluations, monitor vendor compliance, and maintain a vendor database;
- Negotiate terms and conditions with vendors to achieve favorable pricing, quality, and delivery terms.

Contract Management:

- Administer and manage procurement contracts, ensuring compliance with contractual terms and conditions;
- Monitor supplier performance and address any issues or concerns that may arise during the contract period;
- Coordinate with internal stakeholders to facilitate contract variations, extensions, and renewals, as necessary.

Risk Management and Compliance:

- Identify and mitigate procurement-related risks and develop risk management strategies;
- Ensure compliance with applicable laws, regulations, and policies, including Government Procurement Guidelines;
- Support internal and external audits related to procurement activities and provide necessary documentation and information.

Reporting and Analysis:

- Prepare regular procurement reports, including procurement activity, expenditure analysis, and supplier performance;
- Analyze procurement data to identify trends, cost-saving opportunities, and process improvements;
- Provide recommendations for enhancing procurement processes and systems
- Performs any other related duties as directed by the Transition Manager;
- Attends meetings of Procurement and Contracts Committees as required by the Transition Manager.

Required Knowledge, Skills and Competencies

Core

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills with the ability to collaborate effectively with internal and external stakeholders

- Excellent analytical, negotiation, and problem-solving skills.
- Detail-oriented with the ability to manage multiple priorities and meet deadlines.

Technical

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the GOJ Procurement Guidelines, principles, practices and regulations
- Proficiency in the Procurement Software and Tools for solicitation, evaluation and contract management;

Minimum Required Qualification and Experience

- Bachelor's degree in Business Administration, Procurement, Supply Chain Management, or a related field.
- Professional Certification in Procurement, such as INPRI, or similar, is preferred.
- Proven experience (at least 3 years) in Procurement or Supply Chain Management, preferably in a Public Sector or Government Organization.

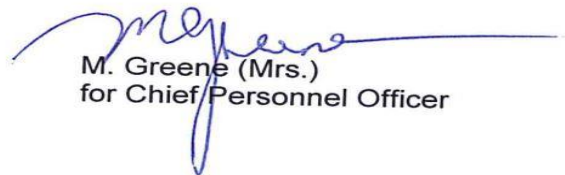
Applications accompanied by résumés should be submitted **no later than Friday, 15th March, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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