



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 107 **OSC Ref. C.6276¹⁴**

23rd 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 following **vacant** posts in the **Jamaica Fire Brigade (JFB)**:

1. **Public Procurement Administrator (GMG/AM 2)**, salary range \$1,550,136 - \$2,084,761 per annum.
2. **Secretary 2 (OPS/SS 2)**, salary range \$1,272,269 - \$1,711,060 per annum.

1. Public Procurement Administrator (GMG/AM 2)

Job Purpose

Under the general supervision of the Director, Public Procurement, the Public Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes the first point of contact, time management, correspondence disposition, and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the Director, Public Procurement, by:
 - Preparing reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and Public Procurement Commission
 - Assisting with the preparation of monthly reports for submission;
- Maintains records in accordance with the Financial Administration and Audit Act, etc., by:
 - Organizing, maintaining and updating the Filing System
 - Maintaining correspondence Logging System
 - Maintaining proper records management for purchase Requisitions, Purchase Orders and Cash on Delivery Letters;
- Disseminates in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings by:
 - Arranging Department and Procurement Committee Meetings
 - Disseminating relevant documents for meetings
 - Recording and generating accurate and timely Minutes for meetings;
- Makes travel arrangements for the Director and Officers of the Procurement Branch;
- Reviews all Purchase Requisitions and Travel Requisitions, ensuring the adequacy of description and that they are compliant with guidelines, procedures, policies and internal control;
- Prepares specifications and technical requirements for items to be procured, in collaboration with staff and subject matter experts where necessary, to meet the needs of the Brigade;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g., prices, quotations and that the necessary signatures are affixed;
- Assists with compiling data to prepare Purchase Orders;
- Prepares typed purchase orders for goods/works/services;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Provides support to users in preparing purchase requisitions;
- Maintains proper records management for purchase requisitions, purchase orders and C.O.D letters;
- Prepares purchasing document for dispatch to suppliers, stamp, record and send Purchase Order requiring GCT Exemption to GCT Office;
- Prepares letters of award and vendor/supplier contracts for dispatch to suppliers for review and signing;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Responds to queries from follow-ups on payments and notifies suppliers;

- Prepares C.O.D Letters and Uniform Allowance Letters, makes records in the required books and takes them to the relevant Accounts Department;
- Ensures that the Tender Log and Assignment Logs are updated;
- Answers the telephone, screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Collects information from Shipping Agents. Receives shipping documents from Courier Services and delivers them to the Custom Broker;
- Receives cheques from the Accounts Department for overseas suppliers and sends them via Courier Service to the respective suppliers. Makes contact with the persons requesting the information regarding how payments will be facilitated;
- Performs other related duties as assigned by the Director, Public Procurement.

Required Knowledge, Skills and Competencies

- Knowledge of the Procurement Act 2015 and GoJ Public Procurement Regulations, 2018
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills (Good command of the English Language)
- Excellent planning and organizing skills
- Excellent report writing and presentation skills
- Good research, analytical and problem-solving skills
- Ability to take initiative and be a self-starter
- Proficient in computer applications, Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year working experience in the related field.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Reporting to the Senior Personnel Officer, the incumbent is responsible for performing secretarial and administrative duties in accordance with established standards and procedures.

Key Responsibilities

- Screens incoming calls/visitors to the Director, Human Resource Management and Senior Personnel Officer and as appropriate, provides information requested;
- Takes messages or redirects inquiries to the appropriate Section(s) and arranges callbacks;
- Receives, sorts, logs and distributes incoming correspondence and disseminates confidential documents in the proper channel;
- Retrieves Emails from the Organization's Network and composes Emails to be sent via electronic media, using Microsoft Outlook to other Divisions, including faxes;
- Prepares and maintains an Electronic and Data Retention Tracking System;
- Schedules appointments/meetings;
- Develops and maintains a Filing System to facilitate easy access and retrieval for future references;
- Takes and transcribes Minutes of meetings and distributes them to the relevant officers/ Unions;
- Provides prompt and effective delivery of support services, such as making photocopies of and faxing documents, as the need arises;
- Maintains records through filing, retrieving, indexing, compiling, coding and updating;
- Transcribes from notes and letters;
- Prepares and types documents and signs interim replies to correspondence of a routine nature;
- Maintains an Appointment Diary to facilitate smooth and effective communication between the Director, Human Resource Management, Senior Personnel Officer and internal/external customers.
- Prepares and types Job Letters and Staff Notices.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and customer relations skills
- Ethics /integrity exercised in the performance of duties

Functional:

- Sound knowledge of records maintenance
- Good organizing and co-ordinating skills
- Ability to record and transcribe Minutes of meetings
- Demonstrate initiative
- Methodical, well-organized and with an eye for detail
- Proficiency in the relevant computer applications

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level Subjects, including English Language and a numeric subject;
- Proficiency in typewriting at a speed of 40-45 words per minute;
- Successful completion of the Certificate in Administrative Management Level I (CAM I) Course for Secretaries conducted by the Management Institute for National Development (MIND);
- Three (3) years' experience in the field.

OR

- Graduate from an accredited Secretarial Institution;
- Proficiency in typewriting at a speed of 40-45 words per minute;
- Four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject;
- Three (3) years' experience in the field.

At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

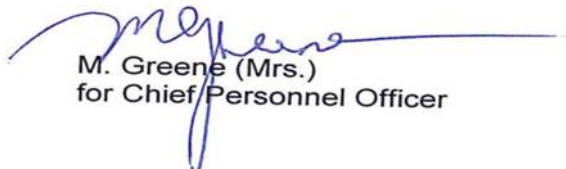
Applications accompanied by résumés should be submitted **no later than Friday, 8th March, 2024 to:**

**Senior Director
Human Resource Management and Development
Jamaica Fire Brigade
85 Hagley Park Road
Kingston 10**

Email: snr.dhrmd@jfb.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