



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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3rd April, 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 **Ministry of Legal and Constitutional Affairs**:

1. **Senior Human Resource Officer (GMG/SEG 1)** salary range \$3,501,526 - \$4,709,163 per annum.
2. **Public Procurement Officer (GMG/AM 3)**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Senior Human Resource Officer (GMG/SEG 1)

Job Purpose

The incumbent is responsible for processing all benefits for staff in keeping with the Government of Jamaica's policies and guidelines, advising staff of all available benefits and the procedures to access them.

Key Responsibilities

- Assists in the monitoring of the Attendance Register;
- Ensures that Service Records and other personnel-related records are up-to-date and maintained;
- Prepares monthly schedule of employees who are habitually late or absent, for the attention of the Director, Human Resource Management and Development;
- Prepares documentation for submission to the Disciplinary Committee for employees who are habitually late and/or absent;
- Advises staff on matters relating to pension;
- Obtains information on financial status of prospective retirees from Finance and Accounts;
- Prepares documents for the processing of retirement benefits for submission to the Pensions Branch (MoFPS);
- Prepares documents for submission to the Conditions of Service Section on matters relating to pre-retirement leave and linking of service;
- Computes leave entitlements for staff;
- Advises staff on matters relating to leave entitlement;
- Prepares Submissions to the Chief Medical Officer, Ministry of Health, for Medical Board, to determine suitability of officers who have been on extended Sick Leave or recommendations for Special Sick Leave;
- Prepares Leave Roster;
- Disseminates information to staff in respect of policies and Human Resource activities under the Delegation of Functions;
- Provides individual employee with counselling on retirement options and eligibility requirements;
- Maintains contact with members of staff who are ill and family members of deceased employees, where necessary, advising of benefits available;
- Verifies officers' eligibility for motor vehicle loans and prepares submission to the Conditions of Service Section;
- Advises officers of the outcome of their applications for Motor Vehicle Loans;
- Liaises with Motor Vehicle Repair Loan Committee regarding applications from the Ministry and its Departments and submits supported application to the Accountant General's Department;
- Submits applications for Motor Vehicle Insurance Loans to the Accountant General's Department;

- Performs other related duties assigned by the Supervisor.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Leave Administration
- Understanding of the Staff Orders and the Public Service Regulations
- Understanding of Human Resource Management practices in Government
- Understanding of Human Resource Management and Administration in Government
- Good knowledge of the Ministry's Code of Conduct and HR Policies

Minimum Required Qualification and Experience

- First Degree in Human Resource Management or Management Studies with a Diploma in Human Resource Management;
- Three (3) years' experience in a Human Resource Department.

2. Public Procurement Officer (GMG/AM 3)

Job Purpose

The Public Procurement Officer, under the general supervision of the Director, Public Procurement, will assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica's Procurement Guidelines and Procedures (Public Procurement Act 2015).

Key Responsibilities

- Prepares Tender Notices and Advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender Closing and Opening Exercises, as Tender Officer;
- Maintains Procurement records in good order to facilitate Audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and preparing Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved Budget;
- Manages the advertising process for Procurement, Procurement Correspondence, Bid Receipt and Bid Opening in strict accordance within mandated Procurement Procedures;
- Maintains Procurement Filing System in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for the Ministry for the procurement of goods.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery times, etc.) and communicates results internally and externally as necessary;

- Checks invoices to ensure correct price; follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains Procurement Records, such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica to be zero-rated.

Procurement Reporting:

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed Contract Awards, in a timely manner;
- Prepares reports of and for Procurement Meetings.

Required Knowledge, Skills and Competencies

Core:

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations
- Ability to work in a team
- Ability to use own initiative
- Good people management skills
- Good time management, problem-solving and decision-making skills

Technical:

- Extensive Knowledge of Government Procurement Guidelines and Procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of accounting practices as applied to procurement procedures
- Working knowledge of computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years Procurement experience.

Applications accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (*one must be a former/current supervisor*), should be submitted **no later than Tuesday, 16th April, 2024, to:**

**Director, Human Resource Management and Development
Ministry of Legal and Constitutional Affairs
1A Fairway Avenue
Kingston 6**

Email: careers@mlca.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**