



## 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](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 198**  
**OSC Ref. C. 6210/S5<sup>20</sup>**

**9<sup>th</sup> May, 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/be assigned to the following posts in the **Ministry of Foreign Affairs and Foreign Trade**:

1. **Senior Public Procurement Officer (GMG/SEG 1) (Vacant) - Public Procurement Branch**, salary range \$3,501,526 - \$4,709,163 per annum.
2. **Public Relations Officer (MCG/IE 3) (Not Vacant) - Public Relations and Communication Unit**, salary range \$3,501,526 – \$4,709,163 per annum.
3. **Office Attendant (LMO/TS 1) (Not Vacant) - Administration and Office Management Department**, salary range \$18,647 – \$25,078 per week.

### 1. **Senior Public Procurement Officer (GMG/SEG 1)**

#### **Job Purpose**

Under the direct supervision of the Director, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Units/Departments/Divisions.

#### **Key Responsibilities**

- Prepares contracts for review by supervisor;
- Co-ordinates Public Procurement Tender Closing and Opening Exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all Ministry's contracts are reviewed by the Legal Services Unit;
- Maintains Contract Register;
- Prepares Procurement Plans for the Ministry;
- Maintains a database with current cost and location of goods, works and services, and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with the Finance and Accounts Department to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains a data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the Public Procurement Commission, Ministry of Finance and the Public Service, Office of the Prime Minister and MFAFT representatives;
- Reviews all tender reports for submission to the Procurement Committee, MFAFT Sector Committee, Contracts Committee and OPM;
- Keeps track of the procurement process of each submission from preparation of Tender Reports to job completion and Contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and MFAFT Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Procurement to set priorities and formulate procedures;
- Advises the Director, Procurement or Director, Administration, Asset and Security Management on suppliers' reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to internal/external customers on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;

- Ensures that cheques and withholdings tax certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed goods received or services rendered;
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Finance and Accounts Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought, etc.
- Advises on the reliability and performance of suppliers.

**Other:**

- Performs any other duties as directed by the Director, Procurement.
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement.

**Required Knowledge, Skills and Competencies**

**Core:**

- Good oral and written communication skills;
- Ability to work as a team;
- Ability to work on own initiative;
- Good interpersonal skills.

**Technical:**

- Good knowledge of the stipulations of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Good knowledge of the Procurement Guidelines;
- Proficiency in the relevant computer applications.

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Accounting, Business Administration, Public Administration, Public sector Management, Economics or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Three (3) years' experience in related field.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Three (3) years' experience in related field.

**OR**

- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Five (5) years' experience in related field:.

**Special Conditions Associated with the Job**

- Visit suppliers to determine the quality of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

**2. Public Relations Officer (MCG/IE 3)**

**Job Purpose**

Under the supervision of the Public Relations and Communication Manager, the Public Relations Officer is responsible for providing technical support in advancing the Ministry of Foreign Affairs and Foreign Trade's strategic communication objectives. The Public Relations Officer will be required to craft and execute comprehensive communication plans, employing dynamic strategies and public education tools to bolster awareness surrounding the Ministry's work, its Minister(s) and overseas Missions. The Officer also monitors and evaluates public perception of the Ministry's strategies and initiatives, providing valuable insights to optimise communication effectiveness and drive continuous improvement.

**Key Responsibilities**

***Management/Administration:***

- Assumes leadership of the Department in the absence of the Public Relations and Communications Manager;
- Provides input for the Department's QPR;

- Prepares monthly reports to inform communication strategies for select activities undertaken by the Ministry;
- Participates in the Department's budgetary processes;
- Performs other related functions assigned.

***Professional/Technical:***

- Participates in the development of educational material using different methodologies and platforms to creatively present information to meet the needs of various publics;
- Facilitates information sessions (including presentations, exhibitions, workshops and seminars) to both Public Sector and Private Sector organizations as well as community and other interest groups;
- Supports effective partnerships with target groups and stakeholders by assisting with the dissemination of timely and appropriate information about the role, functions and activities of the Ministry;
- Facilitates the planning and placements of advertisements related to the public education campaign(s) and social marketing strategy of the Ministry;
- Routes enquiries and complaints coming from the public and public authorities to the appropriate persons within the Ministry, when necessary, and ensuring prompt response/resolution;
- Participates in activities to promote media coverage (e.g. press conferences/briefings, interviews and other special activities);
- Designs specific types of information communication products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, audio-visual materials and radio spot programmes, etc.);
- Provides timely and accurate information to queries from the media, public authorities and other stakeholder bodies as approved by the Director;
- Drafts press releases, media advisories, news and feature articles and other material for dissemination to the media;
- Establishes and maintains database of queries and requests including interviews and news articles on the Ministry and staff;
- Proofreads, edits and writes speeches, press releases, media advisories, reports and feature articles;
- Assists with the production and circulation of a quarterly newsletter;
- Disseminates information, policies, publications and educational material to all staff to enhance their development;
- Provides material for updating the Ministry's website and/or social media pages/accounts;
- Monitors media reach/coverage and suggests content for optimisation;
- Represents the Public Relations and Communications Department at local and international meetings, conferences and other fora as required.

***Media Relations:***

- Partners with JIS and various media houses to create programmes that promote the Ministry's objectives and highlight the roles and functions of the different Departments/Divisions;
- Reviews media responses to activities such as press conferences, media briefings and parliamentary sittings aired;
- Cultivates and sustains a strong relationship with the media, especially in enhancing the Ministry's visibility and responsiveness.

***Public Education:***

- Monitors media reports and local and overseas developments to determine follow-up action and interventions necessary;
- Monitors the implementation of strategies for assessing the effectiveness of the Ministry's public education campaign(s) and addresses findings, where necessary;
- Assists with the design and management of information booths for expositions held locally and overseas;
- Provides technical support/coverage for sessions, workshops and seminars, with Diaspora groups, Public and Private Sector organizations, community and other interest groups.

**Required Knowledge, Skills and Competencies**

***Core:***

- Good working knowledge of Jamaica's political, social, economic and business environment;
- Excellent time management and organizational skills;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and strong emotional intelligence;
- Strong customer service orientation;

- Strong representational skills;
- Ability to exercise sound judgement in complex or difficult situations;
- Integrity - willingness to follow established guidelines and procedures, to treat sensitive issues with tact and confidentiality;
- Excellent research and analytical skills.

***Technical:***

- Good knowledge of Public Relations and Communication strategies, Government communication policies and protocols;
- Sound knowledge of Government communication policies and protocols;
- Excellent media relations skills;
- Sound knowledge of search engine optimisation, marketing channels, research methods and data analysis;
- Sound knowledge of diplomatic practice and protocol;
- Proficiency in the use of Adobe Creative Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, and Publisher), Canva and other editing software for static and motion graphics.

**Minimum Required Qualification and Experience**

- Bachelor of Arts Degree in Journalism, Integrated Marketing and Communication, Mass Communication or related field from a recognised tertiary institution;
- Two (2) years' work-related experience in Journalism, Communications or Public Relations/Public Education. Experience in the field of Electronic Media or Public Relations would be a distinct advantage;
- Practical experience and knowledge of the full range of communication approaches, tools and methodologies essential to planning and executing effective communication strategies would be an asset;
- Experience in utilising creative design applications.

**Special Conditions Associated with the Job**

- Incumbent should be prepared to travel islandwide and overseas, if required;
- Occasionally may be required to work on weekends and public holidays;
- May be required to work beyond regular hours;
- May experience high levels of stress.

**3. Office Attendant (LMO/TS 1)**

**Job Purpose**

The incumbent is responsible for providing ancillary support services to the staff of the Ministry.

**Key Responsibilities**

***Professional/Technical:***

- Cleans kitchen/canteen area and utensils on a daily basis;
- Serves iced water to members of staff on a daily basis;
- Receives, checks and stocks refreshments;
- Assists in the preparation and serving of refreshments for visitors to the Ministry;
- Distributes files and mail to Officers in the Ministry, as instructed;
- Empties waste containers and ash trays;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Good customer service skills;
- Good interpersonal skills;
- Ability to interpret written and oral instructions and apply methods to effect same;
- Basic culinary training.

**Minimum Required Qualification and Experience**

- Secondary School Certificate;
- Training in Basic Culinary skills;
- Two-three (2-3) years' experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21<sup>st</sup> May, 2024 to:**

**Senior Director,  
Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

Email: [recruitment@mfaft.gov.jm](mailto:recruitment@mfaft.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**