



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 234
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6th June, 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 Public Procurement Officer (GMG/AM 3) in the Corporate Services Division, Post & Telecommunications Department**, salary range \$2,190,302 – \$2,945,712 per annum.

Job Purpose

Under the general supervision of the Director 3, Public Procurement the Public Procurement Officer (GMG/AM 3), assists in the procurement processes required in the acquisition of goods and services essential for the operation of the Department. The incumbent will ensure that all procurement activities 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 the Procurement Branch at Tender closing and opening exercises as Tender Officer;
- Maintains procurement records in good order to facilitate audits 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.
- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing requests 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 procurements, procurement correspondence, bid receipts, and bid opening, in strict accordance with mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.
- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that services are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery and 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, their costs, delivery, product quality or performance and inventories; compiling data on these items for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the general consumption Tax Office to be zero-rated.
- Monitors and reports on 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:

- Integrity
- Good written and oral communication skills
- Good problem solving & decision making skills
- Compliance
- Customer and quality focus
- Interpersonal skills
- Adaptability
- Goal/Result oriented
- Initiative
- Teamwork and cooperation

Functional/Technical:

- Managing external relationships
- Good planning & organizational skills
- Good use of technology
- Methodical
- Good analytical thinking skills
- Good technical skills:

Knowledge of:

- Government procurement guidelines and procedures;
- Contract administration;
- Researching and evaluating technical proposals and recommending contracts for award;
- Office management principles, practices and procedures;
- Accounting practices as applied to procurement procedures;
- Computer applications

Minimum Required Qualification and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field;
- Three (3) years procurement experience, in a similar position.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines.
- Long hours of work including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Wednesday, 19th June, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6 – 10 South Camp Road
Kingston CSO**

Email: hrunit@jamaicapost.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**