



## Office of the Services Commissions

LOCAL GOVERNMENT SERVICES COMMISSION

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-932-5980/ 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

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

17<sup>th</sup> July, 2024

**OSC Ref. 310/04<sup>IV</sup>**

**CIRCULAR No. 10/2024**

**Chief Executive Officers**

**Sir/Madam**

Applications are invited from suitably qualified Officers to fill the vacant post of **Public Procurement Officer (GMG/AM 3)**, salary range **\$2,190,302 – \$2,945,712** per annum and any allowance(s) attached to the post in the **City Municipality of Portmore**.

Please see attached the relevant job posting.

**Applications are to be submitted no later than 2<sup>nd</sup> August, 2024 to:**

**Secretary**

**Local Government Services**

**Office of the Services Commissions**

**Ministry of Finance and the Public Service Complex**

**2<sup>nd</sup> Floor, G Block**

**30 National Heroes Circle**

**Kingston 4**

**Please note that only short-listed applicants will be contacted.**

M. Martinez (Mrs.)

Secretary

Local Government Services

for Chief Personnel Officer

## **Public Procurement Officer (GMG/AM 3)**

### **Job Purpose**

The Public Procurement Officer under the general supervision of the Director 1, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Local Authority. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### **Required Competences**

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Knowledge of computer applications (Microsoft Office)

### **Key Output**

1. Procurement plan for capital and recurrent budget for Council
2. Tender documents/request for proposals prepared or reviewed and advice provided
3. Tender evaluation reports for Council prepared or reviewed and advice provided
4. Procurement issues resolved
5. Procurement submissions prepared and sent to Procurement Committee and National Contracts Commission (NCC)
6. Procurement submissions on contracts above relevant threshold prepared and sent to Local Government Department
7. Quarterly procurement reports for Council prepared and sent to Contractor General
8. Procurement documents provided for placement on the Council's Website
9. Agendas for meetings of Council Procurement Committee prepared
10. Communications sent to procuring entities regarding recommendations of Council's Procurement Committee and outcome of submissions sent to National Contracts Commission

### **Key Responsibilities**

1. Management procurement activities in the Council to ensure transparency, objectivity, integrity, economy and efficiency in procurement undertakings.
2. Provision of technical support to the Chairman of the Council's Procurement Committee
3. Liaising with City Engineer, reviewing operational plan and identification of procurement package for goods, works and services
4. Preparation of comprehensive annual procurement plan for the Council and make public on website
5. Preparation of tender documents/requests for proposal for goods, works and services in the Council
6. Review of tender documents/requests for proposal of agencies for completeness, as necessary

7. Oversee tender clarification meetings and provision clarification information on website or to bidders, as appropriate
8. Evaluation of tenders and/or manager tender evaluation exercises in the Council
9. Make submissions to the Sector Committee of the National Contracts Commission and respond to queries raised as appropriate
10. Oversee and ensure the placement of procurement documents (advertisements, tender documents, etc.) on website
11. Maintain an on-line comprehensive procurement monitoring system
12. Preparation of quarterly procurement report for submission to the Office of the Contractor General
13. Follow-up with procuring entities on decisions of the Council's Procurement Committee
14. Ensure that procurement practices conform with all relevant legislation, regulations and guidelines
15. Perform other functions as may be directed from time to time

**Qualification and Experience**

- Diploma: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics, or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI level 3
- Three (3) years related work experience in procurement of goods and services; **OR**
- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI level 3
- Three (3) years related work experience in procurement goods and services; **OR**
- Diploma in Accounting, Business Administration or any related fields
- Certificate in Public Procurement: UNDP/CIPS level 2 or INPRI level 3
- Five (5) years related work experience in procurement of goods and services

**Salary range: \$2,190,302 – \$2,945,712 per annum**