



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No.317 **OSC Ref. C.6272¹⁸**

20th August, 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 **Director 2, Public Procurement (GMG/SEG 2)** in the **Administration and Special Services Division, Office of the Prime Minister (OPM)**, salary range \$4,266,270 - \$5,737,658 per annum.

Job Purpose

Under the direct supervision of the Director, Administration and Special Services, the Director 2, Public Procurement has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested, in accordance with the Government of Jamaica Public Procurement Act (2015) and Public Procurement Regulations (2018).

Key Responsibilities

Management/Administrative:

- Provides advice to the Director, Administration and Special Services, other Directors and Managers, on Procurement policies and procedures;
- Participates in the Strategic, Operational and Budget Planning;
- Monitors the Procurement Plan of the Ministry;
- Advises the Director, Administration and Special Services of suppliers reliability/suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry at conferences, workshops and seminars;
- Monitors and ensures that effective and up-to-date Procurement records are maintained;
- Monitors and ensures that Procurement practices conform to the Financial Audit Act (FAA), Public Procurement Act, Public Procurement Regulations, Contractor Levy Act and the Contractor General Act;
- Acts as purchasing agent on behalf of the entity as well as locally funded projects;
- Prepares/Reviews policies and Procedures for the entity;
- Evaluates the performances of the Procurement process along with Head of the Division and Committee Members.

Technical/Professional:

- Acts as eProcurement Co-ordinator and Lead Evaluator;
- Co-ordinates and conducts Procurement compliance reviews;
- Co-ordinates and conducts organization procurement training seminars/workshops;
- Co-ordinates and reviews reports for submission to the MOFPS, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards and disseminated timely and accurately;
- Monitors the organization's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the contract award process;
- Oversees the tendering process;
- Provides advice on public procurement matters to officers;
- Represents the Unit at Procurement Committees;
- Represents the organization at the Public Procurement Committee (PPC) Sector, Cabinet Infrastructure Committee meetings;
- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the organization;
- Manages, monitors and controls the procurement of goods, services and works, and ensures that the objectives and basic principles of procurements guidelines and procedures are complied with;

- Procures goods, services and works on a competitive basis without compromising quality;
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and/or services;
- Prepares and monitors Budget for the Unit;
- Certifies all invoices, payment orders and commitment vouchers, prior to submitting to the Director, Administration and Special Services for processing by the Finance and Accounts Division;
- Acquires clearance letter from National Insurance Scheme and National Housing Trust and Tax Compliance Certificate from the Collector of Taxes for the organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the Procurement practices conform to Procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes, to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures, and ensures implementation is effected within the entity;
- Liaises with representatives of funding agencies and Government Departments on matters relating to purchases and external payments for goods, to ensure that established guidelines, rules and regulations are adhered to;
- Assists Senior Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time, and accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the entity, inclusive of cost and locations supplied;
- Co-ordinates Evaluation Committees for respective procurement processes;
- Monitors the internal logs of procurement activities within the Unit;
- Monitors the Contract Register for the Ministry.

Human Resource:

- Monitors and evaluates the performances of direct reports, prepares performance appraisals and recommends and/or indicates corrective actions, where necessary, to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and development needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Chairs Tender opening exercises conducted at the organization;
- Participates in the evaluation of Tenders;
- Performs any other related duties that may be assigned from time to time as directed by the Director, Administration and Special Services.

Required knowledge, Skills and Competencies

Core:

- Excellent leadership and interpersonal skills;
- Good customer relations skills;
- Excellent oral and written communication skills;
- Excellent problem-solving and negotiation skills.

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 and Public Regulations Act 2018;
- 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;
- Proficiency in the use of relevant Computer Application Software Microsoft Office Suite (Word, Excel, PowerPoint).

Minimum Required Qualification and Experience

- B.Sc. Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field from an accredited tertiary institution;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Five (5) years related work experience in the procurement of goods and services;
- OR**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Five (5) years related work experience in the procurement of goods and services;
- OR**
- Diploma in Accounting, Business Administration or any related field from an accredited tertiary institution;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from MIND;
 - Seven (7) years related work experience in the procurement of goods and services.

Special Conditions Associated with Job

- Extensive traveling islandwide.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd September, 2024 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.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**