



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 346

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6th September, 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 be assigned to following posts in the **Ministry of Agriculture, Fisheries and Mining**:

- 1. Senior Procurement Officer (GMG/AM 4) (Not Vacant) - Procurement Branch, Hope Gardens, Kingston**, salary range \$2,803,771 - \$3,770,761 per annum.
- 2. Senior Secretary (OPS/SS 3) (Not Vacant) - Facilities and Property Management Branch, Hope Gardens, Kingston**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Senior Procurement Officer (GMG/AM 4)

Job Purpose

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

Key Responsibilities

Management/Administrative:

- Assists the Procurement Manager to set priorities and formulates procedures;
- Advises the Procurement Manager of suppliers' reliability/suitability and performance;
- Attends meetings of the Procurement and Contracts Committee in the absence of the Procurement Manager;
- Provides guidance to internal/external customers on the Ministry's procurement policies and procedures;
- Develops priority settings for the client;
- Ensures that cheques are collected by the supplier once goods are received in good condition and according to the purchase order;
- Ensures that procurement practices conform with the relevant Acts;
- Establishes and maintains an inventory listing of equipment bought.

Technical/ Professional:

- Sources suitable and registered suppliers from which to purchase;
- Ensures that purchases are made within the procurement guidelines given by the Ministry of Finance;
- Investigates suppliers' performances, capability, and how competitive their prices are;
- Seeks pro-forma invoices from reputable suppliers and follows up until they are received;
- Issues purchase orders and ensures that they are zero-rated by the General Consumption Tax Officer;
- Prepares commitment and payment vouchers and submits them for payment;
- Monitors orders to ensure payment;
- Collects items and ascertains that quality and quantity are received in accordance with purchase order;
- Ensures that supplies are delivered and that items are properly accounted for;
- Maintains records of goods in storage, prior to delivery, to the various departments;
- Maintains a filing system for significant documents;
- Assists with typing letters and reports as directed by the Procurement Manager;
- Photocopies collates and files documents;
- Collects receipts and clears advance payments;
- Liaises with internal and external customers;
- Checks Pro-Forma Invoices for correctness before sending them to the Procurement Manager;

- Prepares and submits documents to Accounts Division for the clearing of advances.

Other:

- Attends meetings of Procurement and Contracts Committees in the absence of the Procurement Manager;
- Represent the Unit at meetings and other occasions as required;
- Performs any other duties as directed by the Procurement Manager and Head of the Unit.

Required Knowledge, Skills, and Competencies

Core:

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good interpersonal skills
- Good customer and quality focus skills
- Good planning and organizing skills

Technical:

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

Minimum Required Qualification and Experience

- Diploma in Business Administration or Management Studies
 - Sound knowledge of Government Procurement Procedures and Financial Regulations
 - Two (2) years' experience in Procurement
 - Two (2) years' experience in Administration
- OR**
- Certificate in Public Procurement/Public Administration
 - Three (3) years' experience in Procurement
 - Two (2) years' experience in Administration
- OR**
- MIND Certification in Procurement and Supplies Management
 - Three (3) years' experience in Procurement
 - Two (2) years' experience in Administration

Special Condition Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to work beyond normal working hours at times;
- May be required to travel locally to attend conferences, seminars and meetings.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Under the supervision of the Director, Facilities & Property Management (GMG/SEG 4), the Senior Secretary is responsible for providing secretarial services to ensure the effective and efficient operations of the Facilities and Property Management Branch.

Key Responsibilities

- Provides assistance in the strategic planning process of the Branch;
- Provides support in the delivery of service in all the technical areas of the Branch;

- Manages the Branch's help desk requests and updates the system accordingly;
- Types letters, memoranda, bill of quantities, contracts and reports from draft notes;
- Transcribes and reproduces minutes of meetings;
- Composes and types routine correspondence;
- Receives and takes telephone messages and screens calls intended for officers;
- Schedules appointments and arranges meetings;
- Directs and screens visitors;
- Maintains an efficient filing system;
- Gathers information and compiles reports;
- Monitors the office attendant;
- Provides training to work experience students;
- Undertakes research and distributes information to the relevant officers;
- Accesses and forwards e-mails to the relevant officers;
- Receives, forwards and directs fax to the relevant officers;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Good interpersonal skills
- Good oral and written communication skills
- Strong customer and quality focus skills
- Good problem-solving and decision-making skills
- Methodical
- Excellent planning and organizing skills
- Good time management skills

Technical:

- Proficiency in keyboarding skills
- Proficiency in the relevant software applications
- Knowledge of the operations of Government/ Ministry's policies and procedures

Minimum Required Qualification and Experience

- CXC or GCE O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g. word processing, database and spread sheets; English Language at CXC or GCE O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certificate Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O' Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

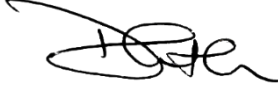
Applications accompanied by résumés should be submitted **no later than Thursday, 19th September, 2024 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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