



Office of the Services Commissions

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CIRCULAR No. 419 **OSC Ref. C.6555¹⁸**

22nd October, 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 the post of **Public Procurement Officer (GMG/AM 3) – (Not Vacant)** in the **Public Procurement Branch, Ministry of Industry, Investment and Commerce (MIIC)**, salary range \$2,190,302 – \$2,945,712 per annum.

Job Purpose

Under the general direction of the Director, Public Procurement, the Public Procurement Officer assists in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica 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 Unit at Tender Closing and Opening Exercises as Tender Officer;
- Maintains Procurement Records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award (QCA) Report to be submitted to the Contractor General's Office;
- 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.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (TOR) and prepares Request 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 receipt and bid opening in strict accordance within 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.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to Office and equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, 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, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica (TAJ) to be zero-rated.

Procurement Reporting:

- Monitors and reports 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;
- Performs any other related duties that may be assigned from time to time by the Director.

Required Knowledge, Skills and Competencies***Core:***

- Sound integrity;
- Good oral and written communication skills;
- Good interpersonal relations and people management skills;
- Ability to work in a team;
- Ability to display good initiative;
- Good problem-solving and decision-making skills;
- Good time management skills.

Technical:

- Extensive knowledge of Government Procurement Guidelines and Procedures;
- Excellent knowledge of Contract Administration;
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Excellent knowledge of Office Management principles, practices and procedures;
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of 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;
- May be required to work long hours, including weekends and public holidays.

Applications accompanied by résumés should be submitted **no later than Monday, 4th November, 2024 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**