



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 479 **OSC Ref. C.6272¹⁸**

2nd December, 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 Administrator (GMG/AM 2)** in the **Administration and Special Services Division, Office of the Prime Minister**, salary range \$1,711,060 – \$2,301,186 per annum.

Job Purpose

Under the general supervision of the Director 2, Public Procurement, the incumbent is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

Key Responsibilities

- Co-ordinates reports on behalf of the organization:
 - Prepares reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the Public Procurement Commission;
 - Assists with the preparation of monthly report for submission;
- Maintains records in accordance to the FAA Act, etc.:
 - Organizes and maintains filing system;
 - Maintains correspondence logging system;
- Disseminates, in a timely manner, all incoming and outgoing correspondences;
- Co-ordinates meetings:
 - Arranges Department and Procurement Committee meetings;
 - Disseminates relevant documents for meetings;
 - Records and generates accurate and timely Minutes for meetings;
- Makes travel arrangements for organization officers;
- Organizes all purchasing documents;
- Ensures that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the purchase orders;
- Ensures all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. prices, quotations, necessary signatures are affixed. If necessary, return to the originating department of Purchase Requisition for authorized signature or other information required;
- Assist with compiling data to prepare Purchase Orders;
- Ensures that all Purchase Orders are typed;
- Communicates with all levels of staff regarding the movement of Requisitions and Purchase Orders;
- Assists users with preparing Purchase Requisitions correctly;
- Maintains Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters;
- Prepares Purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to GCT office;
- Ensures that copies of Purchase Requisitions are dispatched to the correct Department;
- Assists Suppliers in locating invoices that have been submitted for payment;
- Prepares C.O.D. letters and uniform allowance letters, makes records in the required books and takes them to the relevant Accounts department;
- Provides follow up on C.O.D. letters, ascertains re-preparation of cheques and returns the appropriate documents to the Accounts department when the goods are supplied or the services provided;
- Answers the telephones, screens calls and directs callers to the appropriate person or uses initiative to assist callers, where possible;
- Assists with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker;
- Receives cheque from the Accounts Department for overseas suppliers and sends via courier service to the respective suppliers or makes contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques;

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

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Sound interpersonal skills
- Good organizational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in Microsoft Excel, Microsoft PowerPoint, Microsoft Word and Report Writing;
- High degree of integrity and diplomacy

Minimum Required Qualification and Experience

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- One (1) year working experience in the related field

Special Conditions Associated with the Job

- May be required to participate in retreats/meetings outside of normal working hours from time to time.

Applications accompanied by résumés should be submitted **no later than Friday, 13th December, 2024 to:**

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

Email: 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**