



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

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

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

### **CIRCULAR No. 46** **OSC Ref. C. 4858<sup>52</sup>**

**4<sup>th</sup> February, 2025**

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

1. **Public Procurement Officer (GMG/AM 3) (2 posts) - (1 Vacant, 1 Not Vacant), Public Procurement Branch (Hope Gardens, Kingston, salary range \$2,190,302 - \$2,945,712 per annum.**
2. **Administrative Officer (GMG/AM 2) (Not Vacant) - Plant Quarantine/Produce Inspection Branch, Export Complex (Montego Bay), salary range \$1,711,060 - \$2,301,186 per annum.**

#### **1. Public Procurement Officer (GMG/AM 3) (2 posts)**

##### **Job Purpose**

Under the general direction of the Senior Public Procurement Officer, 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 report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a Database of all bonds and insurances, 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 or References (ToR) and prepares request for proposals (REP) 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 medical equipment are being effected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery, timeliness, 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, compiles data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to Tax Administration Jamaica (TAJ) to be zero-rated.

***Procurement Reporting:***

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

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong integrity
- Good oral and written communications skills
- Good interpersonal relations
- Good teamwork and co-operation
- Ability to display good initiative
- People management skills
- Good problem-solving and decision-making skills
- Good time management skills
- Good customer and quality focus 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
- 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 related field;
- Three (3) years procurement experience, in a similar position.

**Special Conditions Associated with the Job**

- Pressured working conditions with numerous critical deadlines;
- Required to work long working hours including weekends and public holidays.

**2. Administrative Officer (GMG/AM 2)**

**Job Purpose**

Under the direct supervision of the Manager/Plant Quarantine Produce Inspector (Montego Bay), the Administrative Officer is responsible for providing secretarial and administrative services to ensure the effective and efficient operations of the Unit.

**Key Responsibilities**

***Management/Administrative:***

- Generates invoices using Accounting Software;
- Prepares invoices for on-site and off-site inspections;
- Prepares monthly, quarterly, annual financial throughput and export data reports;
- Prepares and monitors payment plans for outstanding receivables;
- Prepares lodgement for transporting to the bank by courier service;
- Prepares information package for security centre;
- Photocopies documents;
- Provides training and orientation for new accounting staff;

- Attends inter-agency and staff meetings to record Minutes and reproduces same for circulation;
- Attends training seminars and workshops;
- Collects all fees and charges, and issues receipts for revenue collected for services provided at the Export Complex;
- Assists in preparing status reports;
- Assists in preparing and dispatching letters and memoranda to various Departments/Ministries and other external Agencies;
- Authorizes the release of products kept in ambient and cold storage, upon receipt of payment
- Ensures the maintenance of constant supply of stationery and other office supplies;
- Files correspondence and other materials and maintains a record of the movement of files;
- Supervises ancillary staff;
- Establishes and maintains a system for the control of files;
- Directs telephone calls and messages.

***Human Resource:***

- Provides leadership and guidance to direct report through communication and training;
- Establishes and maintains a system that fosters a culture of teamwork and commitment to the Unit;
- Performs any other related duties that may be assigned from time to time by the Manager/Plant Quarantine Produce Inspector.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent oral and written communication skills
- Good interpersonal skills
- Good problem-solving skills and tenacity
- Good human relations skills
- Integrity
- Compliance
- Good planning and organizing skills
- Ability to work in teams
- Good leadership and people skills
- Customer and quality focus

***Technical:***

- Good knowledge of basic financial accounting
- Good knowledge of the Financial Administration and Audit Act
- Proficient in the use of relevant accounting and other computer applications
- Understanding of general office procedures
- General knowledge of the plant quarantine and produce inspection procedures

**Minimum Required Qualification and Experience**

- Diploma/Certificate in Public Administration, Human Resource Management, Management Studies or Business;
- Certificate in Basic Financial Accounting;
- Computer training in relevant accounting and other computer applications;
- Three (3) years' experience as an Administrative Assistant.

**Special Conditions Associated with the Job**

- Available to work on weekends and public holidays;
- Exposure to Methyl Bromide fumigant used in the Fumigation process.

Applications accompanied by résumés should be submitted **no later than Monday, 17<sup>th</sup> February, 2025 to:**

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

Email: [jobopportunities@moa.gov.jm](mailto: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