



LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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OSC Ref. 310/04^{IV}

6th March, 2025

CIRCULAR No. 7/2025

Applications are invited from suitably qualified Officers to fill the undermentioned vacant posts in the **Trelawny Municipal Corporation**:

1. **Public Procurement Officer (GMG/AM 3)**, salary range \$2,190,302–\$ 2,945,712 per annum and any allowance(s) attached to the post.
2. **Inventory Officer (PIDG/RIM 3)**, salary range \$2,190,302–\$ 2,945,712 per annum and any allowance(s) attached to the post.

Please see attached the relevant job posting.

Applications are to be submitted no later than 21st March, 2025 to:

**Secretary
Local Government Services
Office of the Services Commissions
Ministry of Finance and the Public Service Complex
2nd Floor, G Block
30 National Heroes Circle
Kingston 4**

Please note that only short-listed applicants will be contacted.

M. Martinez (Mrs.)
Secretary
Local Government Services
for Chief Personnel Officer



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry of Local Government and Community Development

Local Authorities

JOB TITLE:	Public Procurement Officer
JOB GRADE:	GMG/AM 3
POST NUMBER:	
BRANCH:	Corporate Services Branch
SECTION:	Public Procurement Section
REPORTS TO:	Director, Public Procurement
MANAGES:	

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division

Date

Date Received in

Date created/revised

STRATEGIC OBJECTIVE OF SECTION

To ensure that goods and services required by the Local Authority are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Job Purpose:

The Public Procurement Officer under the general supervision of the Head, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. 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 Outputs:

- Tender documents prepared and posted
- Bids evaluated
- Requisitions/purchase orders authorized
- Goods and services procured in accordance with procurement policies / guidelines
- Reports produced
- Inventory levels maintained
- Plans and budgets prepared

Key Responsibilities

1. Prepare tender notices and advertisements
2. Prepare RFQ for goods, general services and minor works
3. Obtain quotations/tenders from appropriately qualified suppliers.
4. Represent PROCUREMENT UNIT at Tender closing and opening exercises as Tender Officer
5. Maintain Procurement records in good order to facilitated audit and other reviews
6. Prepare Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report)
7. Maintain a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return of all relevant documents

Procurement Process Management

8. Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents.
9. Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers.
10. Preparing and reviewing TORs and bidding documents for all required procurement activities.
11. Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
12. Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.

13. Maintaining procurement filing system in a systematic manner.
14. Receives compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.

Vendor Management

15. Maintaining list of vendors and contractors supplying various items and services.
16. Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed.
17. Development and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary.
18. Checking invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment.
19. Maintaining procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
20. Ensure all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting

21. Monitoring and reporting the procurement implementation status and progress as required.
22. Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
23. Prepare reports of and for procurement meetings.

Performance Standards:

- Goods and services procured in accordance with quality requirements and financial guidelines/regulations
- Procurement of goods and services carried out in accordance with Government procurement guidelines
- Stock level of goods are maintained in accordance with established procedures
- Accurate record keeping
- Accurate reports are generated and submitted within agreed timeframe
- Bid documents prepared in accordance with specifications
- Tender opening conducted in accordance with established standard

Special conditions associated with the job:

- Pressured working conditions with numerous critical deadlines
- Long hours of work including weekends and public holidays

Required Competencies

Technical Competences

- 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

Core Competences

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and Decision Making Skills
- Time management skills.

Minimum Required Education and Experience

Qualifications and Experience

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position



MINISTRY OF LOCAL GOVERNMENT & COMMUNITY DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Inventory Officer
JOB GRADE:	PIDG/RIM 3
POST NUMBER	
BRANCH:	Corporate Services
SECTION:	Human Resource Management and Administration
REPORTS TO:	Office Manager
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE SECTION:

To provide the Local Authority with support functions of human resource management and administration, documentation management and access to information, general administration, security as well as property management and administration in creating an efficient and effective service delivery organization, with well-trained and customer-focused staff.

2. JOB PURPOSE

Reporting to the Office Manager the Inventory Officer is responsible and accountable for the inventory management of designated supplies and/or raw materials in the Corporation's Storage/Office ensuring that operating procedures and company policies are adhered to.

3. KEY OUTPUTS

- Supplies dispatched
- Minimal loss of stock
- Inventory records maintained.
- Reports submitted

4. KEY RESPONSIBILITY AREAS

- Ensure that the designated area is kept clean and inventory items are neatly stacked on shelves.
- Ensure stocks are issued to minimize loss to the company.
- Perform regular adhoc checks on inventory items.
- Compare order acknowledgement with requisition before processing.
- Allocate stock Divisions in an equitable manner in consultation with the Office Manager
- Supervise the picking of items in accordance with end-users requirements to ensure accuracy before items are packed.
- Ensure that sensitive items are properly packed for safe delivery.
- Co-ordinate the receipt of inventory being transferred from the storage to the designated area.
- Ensure that goods are in accordance with specifications outlined on supplier's invoice.
- Ensure proper storage methods in order to maintain stock in good condition.

- Responsible for the security and safety of designated stock.
- Undertake frequent and regular physical inspection of designated inventory items in the Unit to prevent unnecessary damage to stock and/or unnoticed time expiration.
- Maintain accurate stock records for each designated item to include all damages, loans, batch numbers and expiry dates where applicable.
- Prepare monthly reports and the submission on critical items, slow-moving items, and soon-to-be expired stock.

Other Responsibilities

Performs other related duties as assigned by the Office Manager.

5. PERFORMANCE STANDARDS

- Supplies are dispatched on a timely basis.
- Loss of stock as a result of damage, expiration and theft is minimal.
- Inventory records are accurately maintained.
- The storage area is kept clean and well organised.
- Reports are submitted in a timely manner.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts

Contact (Title)	Purpose of Communication
Office Manager	<ul style="list-style-type: none"> • To obtain directives. To provide reports and information
Divisional/Unit & Agency Heads; Other staff	<ul style="list-style-type: none"> • Advise on matters relating to Inventory Management and Maintenance

7. AUTHORITY

- Disseminate supplies upon request and approval

8. REQUIRED COMPETENCIES

- Ability to communicate effectively, both orally and in writing.
- Ability to organize work and people in order to produce timely and pertinent reports on a regular basis.

- Excellent analytical skills.
- Well developed interpersonal skills.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- 5 CXC's including English Language & Mathematics
- Specialized training in Inventory Management
- Three (3) years' experience in related field

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- The incumbent is exposed to dust when repeatedly retrieving supplies.
- Physical effort required to:
 - Remove and return supplies to storage
- Required to work beyond normal working hours when it is necessary to meet critical deadlines.