



## Office of the Services Commissions

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### **CIRCULAR No. 187** **OSC Ref. C. 4858<sup>53</sup>**

**28<sup>th</sup> May, 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 be assigned to/fill the following posts in the **Ministry of Agriculture, Fisheries and Mining**:

1. **Public Procurement Officer (GMG/AM 3) – Public Procurement Branch – (Not Vacant)**, salary range \$2,190,302 – \$2,945,712 per annum.
2. **Senior Secretary (OPS/SS 3) - Facilities and Property Management Branch – (Vacant)**, salary range 1,711,060 – \$2,301,186 per annum.
3. **Library Assistant 2 (PIDG/LA 2) – Documentation, Information and Access Services Unit – (Vacant)**, salary range \$1,711,060 – \$2,301,186 per annum.

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

##### **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, 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 or References (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 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 the Tax Administration Jamaica, 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 functions, 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
- Good 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;
- Long hours of work, including weekends and public holidays.

**2. Senior Secretary (OPS/SS 3)****Job Purpose**

Under the supervision of the Director, Facilities and Property Management, 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 English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND); 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus four to five (4-5) years general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency 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 computer 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 (MIND).

### **3. Library Assistant 2 (PIDG/LA 2)**

#### **Job Purpose:**

Under the direct supervision of the Librarian 4, the Library Assistant 2 assists in the processing and organizing of all incoming materials necessary to satisfy user demand.

### **Key Responsibilities**

- Conducts reference interviews to ensure clients information needs are accurately met;
- Sorts and indexes periodicals received;
- Maintains visible index;
- Accessions incoming material;
- Places books on shelves, according to class number;
- Cuts, mounts and assigns subject headings to newspaper clippings;
- Photocopies and scans materials, on behalf of clients;
- Records statistics on the Question-and-Answer Service Project, Access to Information and other user information, for the generation of reports;
- Mounts Exhibitions for in-house, Agricultural shows and conferences;
- Assists with the supervision of students on work experience;
- Performs other related functions, assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### **Core:**

- Good customer and quality focus skills
- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and co-operation
- Managing the client interface
- Managing external relationships

#### **Technical:**

- Good knowledge of WINISIS Database
- Good knowledge of Library technical operations (accessioning, cataloguing)
- Knowledge of the Ministry's operations
- Proficiency in Microsoft in Microsoft Office Suite

### **Minimum Required Qualification and Experience**

- Four (4) CXC or GCE "O" Level subjects, inclusive of Mathematics and English;
- Library Technical Assistant Certificate;
- Two (2) years' experience as a Library Assistant.

### **Special Condition Associated with the Job**

- Working environment involves possible exposure to dust.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 10<sup>th</sup> June, 2025, to:**

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

E-mail: [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**