

**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 350**  
**OSC Ref. C.6608<sup>10</sup>**

**28<sup>th</sup> November, 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 the post of **Director, Public Procurement (GMG/SEG 2) – (Not Vacant)** in the **Corporate and Liaison Services Division, Ministry of Culture, Gender, Entertainment and Sport**, salary range \$4,266,270 - \$5,737,658 per annum.

### **Job Purpose**

Under the general direction of the Senior Director, Corporate and Liaison Services, the Director, Public Procurement, has the responsibility to ensure that goods and services required by the Ministry and its Agencies are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act and Regulations.

### **Key Responsibilities**

#### ***Management/Administration:***

- Participates in the preparation of the Division's Operational Plan and work programmes;
- Leads in the development and execution of the Operational Plan for the Branch;
- Prepares the Branch's Budget and Operational and Work Plans;
- Oversees the preparation and management of the Annual Budget for the Procurement Branch;
- Provides advice to the Permanent Secretary, the Senior Director, Corporate and Liaison Services and other Directors and Managers, on procurement policies and procedures;
- Advises the Asset Manager, Asset and Facilities Management, of suppliers' reliability/suitability and performance;
- Manages the updating of the procurement records of the Ministry;
- Manages the Organization's procurement activities, to ensure conformity to the Procurement Plan, the Financial Audit (FAA) Act and Government Procurement Guidelines;
- Functions as purchasing agent on behalf of the Ministry, as well as on locally funded projects;
- Prepares/Reviews policies and procedures for Agencies;
- Oversees the development and maintenance of an Inventory Database of all the equipment and furniture procured by the Ministry, for ease of accountability;
- Attends Procurement Committee Meetings as a member;
- Represents the Ministry at Conferences, Workshops and Seminars.

#### ***Technical/Professional:***

- Develops a Strategic Procurement Plan for the Ministry;
- Revises the Ministry's Procurement Policy and ensures compliance with the Handbook of Public Procurement Procedures and international best practices;
- Functions as Procurement Coordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews and procurement training seminars/workshops;
- Collaborates with Divisional/Branch Heads in developing forecast demands, techniques and processes;
- Co-ordinates reports for submission to the Ministry of Finance and the Public Service (MOFPS), Office of the Contractor General (OCG), Public Procurement Committee (PPC) and Cabinet;
- Manages the preparation of tender documents, ensuring compliance in accordance to Government of Jamaica (GoJ) standards; disseminates timely and accurately;
- Oversees the tendering and the contract award processes;
- Represents the Ministry at Procurement and Contract Award Committees and Board Meetings;
- Represents the Ministry at PPC Sector Committee, PPC and Cabinet Infrastructure Committee Meetings;

- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods and services carried out by the Ministry and its Agencies;
- Prepares risk management strategies regarding supply contracts and agreements;
- Anticipates unfavourable events through analysis of data, and prepares control mechanisms;
- Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
- Provides the Finance and Accounts Branch with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service, and ensures that the objectives and basic principles of procurement's guidelines and procedures are complied with;
- Leads in negotiations with service providers, suppliers and contractors;
- Manages the competitive procurement of goods and services without compromising quality, and ensures proper storage;
- Oversees the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Reviews and certifies all Invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Branch;
- Acquires clearance letter from National Insurance Scheme (NIS) and National Housing Trust on behalf of the Ministry;
- Secures Tax Compliance Certificate from the Collector of Taxes, for the Ministry of Culture, Gender, Entertainment and Sport to be exempted from these taxes;
- Oversees the allocation of funds to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes, to ensure that orders for supplies are procured in the most efficient and economic manner;
- Apprises relevant offices of changes in the Government Procurement Guidelines and Procedures, and ensures implementation is effected within the Ministry;
- Liaises with representatives of Agencies and Government Departments on matters relating to purchases and external payments for goods, to ensure that established guidelines, rules and regulations are adhered to;
- Collaborates with the Senior Director in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with Customs Brokers to ensure that imported goods are cleared from Wharves and Airports, in time and in accordance with established Government Regulations;
- Prepares and submits reports to the MOFPS for all goods purchased by the Ministry, inclusive of cost and locations supplied;
- Chairs Tender opening exercises conducted at the Ministry;
- Participates in the evaluation of Tenders;
- Researches, identifies designs and implements tools, systems and best practices to achieve continuous improvement goals in the Procurement System;
- Monitors orders and re-orders levels to minimize incidence of extravagance and waste.

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

#### ***Technical:***

- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the Finance, Administration and Audit (FAA) Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Tender and Contract Management
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

#### ***Core:***

- Excellent oral and written communication skills
- Excellent problem solving and decision-making skills
- Good analytical thinking skills
- Good planning and organizing skills
- Teamwork and cooperation
- Good leadership skills

- Sound integrity
- Ability to use initiative
- Good interpersonal skills
- Managing external relationships
- Good negotiation skills

**Minimum Required Qualification and Experience**

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or any related field;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
- Training in Supervisory/Human Resource Management;
- Five (5) years related work experience in procurement of goods and services;

**OR**

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
- Training in Supervisory/Human Resource Management;
- Five (5) years related work experience in procurement of goods and services;

**OR**

- Diploma in Accounting, Business administration or any related fields;
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4;
- Training in Supervisory/Human Resource Management;
- Seven (7) years related work experience in procurement of goods and services.

Applications, accompanied by résumés, should be submitted **via email, no later than Thursday, 11<sup>th</sup> December, 2025, to:**

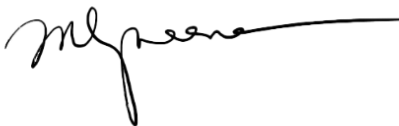
[careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.gov.jm)

*addressed to:*

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**