



## Office of the Services Commissions

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### **CIRCULAR No. 1** **OSC Ref. C. 4858<sup>54</sup>**

2<sup>nd</sup> January, 2026

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 Clerk (PIDG/RIM 1)** in the **Ministry of Agriculture, Fisheries and Mining (Hope Gardens, Kingston)**, salary range \$1,439,455 - \$1,935,907 per annum.

#### **Job Purpose**

Under the general direction of the Senior Director, Public Procurement, the Public Procurement Clerk is responsible for the necessary clerical and administrative support in the issuing of Tenders and the pre/post Bidding process.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Disseminates Tender documents;
- Represents the Procurement Branch at Tender Closing and Opening Exercises, as Recording Clerk;
- Seals Tender Boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt Register;
- Conducts research on suppliers, prices and other Tender processes, and compiles information;
- Prepares and submits Purchase Orders;
- Prepares and submits reports of Tender processes and other activities;
- Maintains record-keeping processes and systems for the Procurement Branch;
- Performs all other related duties assigned from time to time.

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

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

- Good oral and written communication skills
- Good planning and organizing skills
- Good time management skills
- Good interpersonal skills
- Ability to work in a team
- Strong integrity
- Confidentiality
- Ability to work on own initiative

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

- Knowledge of the operations of Government/Ministry's practices and procedures
- Good report writing skills
- Proficient in the relevant software applications, eg., Microsoft Excel, PowerPoint

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

- Graduated from a Secondary Institution with four (4) CXC or GCE O'Level subjects, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

**Special Condition Associated with the Job**

- Will be required to participate in Retreats/Meetings outside of normal working hours, when the need arises.

Applications, accompanied by Résumés, should be submitted **no later than Thursday, 15<sup>th</sup> January, 2026, 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.**



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