



## Office of the Services Commissions

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### **CIRCULAR No. 64** **OSC Ref. C.6593<sup>4</sup>**

**30<sup>th</sup> March, 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 be assigned to the post of **Senior Public Procurement Officer (GMG/SEG 1) (not vacant)** in the **Ministry of Tourism**, salary range \$3,501,526 - \$4,709,163 per annum.

#### **Job Purpose**

Under the direct supervision of the Director, Public Procurement, the Senior Public Procurement Officer conducts research to ensure goods and services required by the Ministry are procured and delivered as requested, in accordance with Government of Jamaica Public Procurement Act 2015.

#### **Key Responsibilities**

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

- Prepares Requests for Proposals (RFP) for goods, general services and major works;
- Prepares and reviews technical specification in collaboration with stakeholder, refining Terms of Reference (TOR) and prepares request for proposal and bidding documents;
- Reviews and evaluates proposals and bids received;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Drafts all tender reports for submission to the Procurement Committee, Sector Committee, Contracts Committee and Cabinet;
- Prepares documents for Public Procurement Commission (PPC) endorsements;
- Drafts contracts;
- Coordinates public procurement tender closing and opening exercise;
- Prepares tender documents for evaluation and Procurement Committee Meetings;
- Reviews tender evaluation reports;
- Assesses quotations and makes recommendations for award;
- Prepares addenda to tender documents;
- Prepares clarification letters to suppliers;
- Ensures that all Ministry's contracts are reviewed by the Legal Department;
- Prepares Procurement Plans for the Ministry;
- Prepares Quarterly Contracts Award (QCA), Procurement Reporting System (PRS) and Cost Overruns and Variation (CCOV) Reports;
- Maintains database with current cost and location of goods, works, and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money
- Maintains procurement records in good order to facilitate audit and other reviews;
- Liaises with the Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance, and Ministry's representatives;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination;
- Updates contract information on GoJep (close out);
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Public Procurement to set priorities and to formulate procedures;
- Advises the Director, Public Procurement or Director, Administration & Asset Management on suppliers' reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Provides guidance to internal/external customers on the Ministry's procurement policies and procedures;

- Develops priority settings for the client;
- Ensures that invoices are received from suppliers;
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner and withhold tax certificates dispatched;
- Advises on the reliability and performance of suppliers;
- Performs any other duties as directed by the head of the Division/Branch;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement.

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

#### **Core**

- High levels of integrity.
- Good oral communication skills.
- Good written communication skills.
- Ability to work as a team.
- Ability to work on own initiative.
- Good interpersonal skills.
- Good problem solving and decision-making skills.
- Good time management skills.

#### **Technical/Professional**

- Excellent knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Excellent knowledge of the Procurement Act and Guidelines.
- Proficiency in the relevant computer applications.
- Ability to research and evaluate technical proposals and recommend contracts for award.

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

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Three (3) years' experience in related field.
- OR**
- ACCA Level 2
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Three (3) years' experience in related field.
- OR**
- Diploma in Business Administration, Accounting or any other related field
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
  - Five (5) years' experience in related field.

### **Special Conditions Associated with the Job**

- Visit suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on weekends

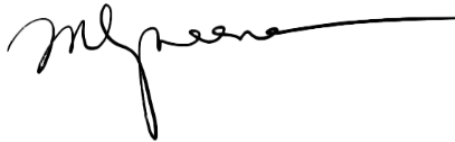
Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> April, 2026, to:**

**Director, Human Resource Management and Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5**

**Email: [hrm@mot.gov.jm](mailto:hrm@mot.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.**

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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