MANAGER, PUBLIC PROCUREMENT

Job Scope:
Under the immediate supervision of the Director, Corporate Services, the Manager, Public Procurement has the responsibility to ensure that goods and services required by the Agency are procured in accordance with the Government of Jamaica Public Procurement Act 2015 and Regulations.

Core Functions:
1. Provide advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures.
2. Manage, monitor and control the procurement of goods and services, to ensure that the objectives and basic principles of the procurement guidelines and procedures are complied with.
3. Coordinate reports for submission to the Ministry of Finance and the Public Service (MOFP), Office of the Contractor General (OCG), Public Procurement Commission (PPC), Office of the Prime Minister (OPM), and Cabinet.
4. Oversee the tendering and contract-awarding processes.
5. Represent the Agency at PPC Sector Committee, PPC Cabinet, Infrastructure Committee meetings.

Required Competencies:
1. Excellent leadership, problem-solving, negotiation and interpersonal skills.
4. Proficiency in the relevant computer application software.

Qualifications and Experience:
1. Bachelor’s Degree in Business Administration, Management, Public Administration, Economics, Accounting, or other related field.
2. Certificate in Public Procurement, UNDP/CIPS Level 2 or INPRI Level 3 and MIND Business Administration, Public Administration, Public Sector Management, Economics, Accounting or any other related field.
3. Working knowledge of relevant computer applications.

Closing Date:
Applications should be forwarded no later than Friday, July 03, 2020 to the:
Jamaica Information Service
58a Half Way Tree Road, Kingston 10
Email address:  hrmanager@jis.gov.jm

PUBLIC PROCUREMENT OFFICER

Job Scope:
Under the general supervision of the Manager, Public Procurement, the Public Procurement Officer assists in the procurement of goods and services essential for the operation of the Agency. In addition, the incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and procedures (Public Procurement Act 2015).

Core Functions:
1. Prepare Tender notices, advertisements, and RFQ for goods, services and minor works.
2. Represent Procurement Department at Tender closing and contract commencement meetings as Tender Officer.
3. Prepare quarterly contracts award report to be submitted to the Contractor General’s Office (CQA Report).
4. Maintain Procurement records such as items or services purchased, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports, and annual report.
5. Review and evaluate proposals and bids received and assist with the process of engaging consultants and suppliers.
6. Liaise with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved schedule.
7. Follow up with the relevant government agencies to obtain the approval of proposed contract award.

Required Competencies:
1. Source of Supply.
2. Good communication, negotiating, problem-solving, and time management skills.
4. Working knowledge of relevant computer applications.

Qualifications and Experience:
1. Diploma in Public Administration, Management Studies, Accounting or equivalent qualifications.
2. Competent in MS Excel, MS PowerPoint, MS Word and report writing.
3. Strong interpersonal skills.
4. Knowledge of management principles and professional practices.

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SERNIOR PUBLIC PROCUREMENT OFFICER

Job Scope:
Under the direct supervision of the Manager, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by various departments in accordance with the Government of Jamaica Public Procurement Act 2015 and Regulations.

Core Functions:
1. Prepare Procurement Plan for the Agency.
2. Manage, monitor and control the procurement of goods and services.
3. Coordinate reports on behalf of the Agency by:
   - Recording and generating Minutes of Meetings.
   - Assisting with the preparation of monthly reports for Finance and the Public Service, Office of the Prime Minister and Cabinet.
4. Maintain records in accordance with the FAA Act by:
   - Recording and generating Minutes of Meetings.
5. Provide liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister and Cabinet.
6. Prepare contracts and ensure that all contracts are reviewed by the Legal Department.
7. Maintain database with current cost and location of goods, services and establish and maintain contact with suppliers in other Government agencies.
8. Liaise with Finance Department to ensure compliance with contract conditions for payments and other procurement guidelines.
9. Prepare tenders forurement and ensure that all tenders are reviewed by the Legal Department.

Required Competencies:
1. Excellent leadership, problem-solving, negotiation and interpersonal skills.
3. Proficiency in the relevant computer application software.

Qualifications and Experience:
1. Bachelor’s Degree in Management, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field.
2. Certificate in Public Procurement, UNDP/CIPS Level 2 or INPRI Level 3 and MIND Business Administration, Public Administration, Public Sector Management, Economics, Accounting or any other related field.
3. Competent in MS Excel, MS PowerPoint, MS Word and report writing.
4. Knowledge of management principles and professional practices.

PUBLIC PROCUREMENT ADMINISTRATOR

Job Scope:
Under the general supervision of the Manager, Public Procurement, the Public Procurement Administrator is responsible for providing procurement support by offering complete secretarial and administrative support to the Department in a timely and efficient manner.

Core Functions:
1. Coordinate reports on behalf of the Agency by:
   - Preparing reports for submission to the Ministry of Finance and the Public Service (MOFP), Office of the Contractor General (OCG) and Public Procurement Commission (PPC).
   - Assisting in the preparation of monthly reports for submission.
2. Maintain records in accordance with the FAA Act by:
   - Organising and maintaining a filing system.
   - Maintaining a correspondence logging system.
3. Coordinate reports on behalf of the Agency by:
   - Arranging and Departmental Procurement Committee Meetings.
   - Disseminating relevant documents for meetings.
   - Recording and generating Minutes of Meetings.
4. Coordinate reports on behalf of the Agency by:
   - Communicating with all levels of staff regarding the movement of Requisitions and Purchase Orders.
   - Preparing purchase documents for dispatch to suppliers:
     - stamp, record and send Purchase Orders requiring GCT exemption to the GCT Office.
     - Prepare purchase documents for dispatch to suppliers.
   - Knowledge of budgeting principles and direct callers to the appropriate person or use initiative to assist callers where possible.

Required Competencies:
1. Good computer skills.
2. Good communication, negotiating, problem-solving, and time management skills.
4. Working knowledge of relevant computer applications.

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We thank all applicants for their expressions of interest however, only shortlisted candidates will be contacted.