

OFFICE OF THE CABINET

JOB OPPORTUNITY

The Office of the Cabinet is inviting applications from suitably qualified persons to fill the vacant position of **Procurement Officer (GMG/SEG 1)(vacant)** in the Project Planning and Management Unit, Public Sector Modernisation Division (PSMD), salary range **\$3,094,839 - \$4,162,214. per annum.**

Job Summary

To plan and co-ordinate the systematic execution of procedures for the timely and cost-effective procurement of equipment, materials, and services on behalf of the PSMD, in accordance with GOJ Procurement Policies & Procedures and generally accepted public/ethical policies.

KEY RESPONSIBILITIES

- Provides guidance to PSMD staff on procurement matters;
- Provides coordination, management and administrative support in the implementation of (Public Sector Efficiency Programme (PSEP) or other projects funded by GOJ and our International Development Partners being executed by the PSMD;
- Prepares and maintains an annual procurement plan for the procurement of goods, consultancy and other services to be procured for each of the respective project/programme in collaboration with the Project/Programme Managers/ team leaders;
- Co-ordinates the preparation of tender/bid documents including Request for Proposals (RFP) and Request for Quotation (RFQ) to effect procurement;
- Facilitates advertisements inviting bids, proposals, quotations or applications through the desired media, so as to ensure a reasonable opportunity to respond by all interested parties;
- Coordinates bidders conferences and public bid openings;
- Coordinates the evaluation of tenders & guiding the recommendation through the approval process;
- Participates in the negotiation of purchasing agreements, credits arrangements and service contracts;
- Monitors the implementation of contracts to ensure adherence to the requisite terms and conditions and payment timeline;
- Prepares and places orders and following through on the delivery of goods & services;
- Institutes and maintains adequate controls and reporting procedures to accomplish the proper and timely recording and reporting of the physical flows of all materials, equipment, supplies and services. This includes:
 - recommending purchasing and inventory control policies, procedures and levels;
 - ensuring the maintenance systems and procedures for the accurate classification and coding of goods and services;
 - preparing reports on purchases of goods and services to be submitted to the Ministry of Finance & Planning and the Office of the Contractor General.

- Evaluates and maintains lists of qualified suppliers in keeping with approved list from the Office of the Contractor General;
- Anticipates acquisitions and advises on priorities and allocation of resources;
- Monitors re-order levels and coordinates stocktaking at appropriate intervals;
- Monitors all procurement activities, identifies bottlenecks /problems and devises appropriate strategies to ensure effective implementation;
- Assists in facilitating the processing of payments for suppliers by certifying supplier vouchers and submitting/dispatching copies of bills along with requests for cheques to the relevant Finance and Accounts personnel;
- Follow-up on the payment for goods and services received;
- Liaises with suppliers and assists in resolving discrepancies;
- Prepares and submits monthly, quarterly and annual procurement reports to the relevant authorities;
- Participates in the development and implementation of projects geared towards improving the procurement process in the Public Sector;
- Maintains fix asset register for capital good purchased under the various projects being executed by PSMD.

REQUIRED KNOWLEDGE & COMPETENCIES

- Planning and negotiating skills.
- Integrity and confidentiality
- Communication Skills
- Interpersonal relations
- Teamwork and cooperation
- Initiative
- Problem solving and decision-making Skills
- Time management skills.
- Sound knowledge of Government of Jamaica, Inter-American Development Bank and other International Development Partners procurement policies, procedures, purchasing techniques and principles related to industrial and volume buying.
- Knowledge of trade suppliers and inventory analysis.
- Knowledge of contract management.
- Knowledge of government's asset management policies
- Working knowledge of the Finance, Administration and Audit Act (FAA) Act
- Proficient in the relevant computer applications especially Microsoft Office Suite (Word, Excel, Power Point).

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in, Management Studies, Business Administration or a related field from a recognized tertiary university;
- Professional qualification in purchasing and inventory management is desirable.
- At least three (3) years' experience in purchasing in the government service, preparation of tenders and negotiating contracts for goods and services.
- Experience in analyzing stock movements and establishing re-order levels.

Applications accompanied by résumé should be submitted **no later than January 22, 2024**, to:

Senior Director
Human Resource Development & Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10.
Email: jobs@opm.gov.jm

We thank you all for responding. However, only short-listed applicants will be contacted.