

OFFICE OF THE PRIME MINISTER

The Office of the Prime Minister (OPM) is inviting applications from suitably qualified persons to fill the position of **Senior Public Procurement Officer (GMG/SEG 1)** in the Administration and Special Services Division. Salary range \$1,577,167 – \$1,874,755 per annum and any allowance(s) attached to the post.

Job Summary

Under the direct supervision of the Director 2, Public Procurement the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various departments.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Prepare contracts;
- Coordinate public procurement tender closing and opening exercise;
- Review tender evaluation reports;
- Prepare addenda to tender documents;
- Ensure that all organization contracts are reviewed by the Legal Department;
- Prepare Procurement Plans for the Organization;
- Maintain database with current cost and location of goods, works, and services and establish links with ones in other government agencies;
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money;
- Review all tender reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Ensure that Procurement Committee and Public Procurement Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain;
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement;
- Develops priority settings for the client;
- Ensures that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Establishes and maintains an inventory listing of equipment bought.

Required Knowledge/Skills/Competencies

- Excellent oral and written communication skills;
- Ability to work as a team;
- Ability to work on own initiative;
- Good inter-personal skills;
- Good knowledge of the stipulations of the FAA Act;
- Good knowledge of the Ministry's Policies, Practices and Procedures;
- Good knowledge of the Procurement Guidelines;
- Proficiency in the relevant computer applications.

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.

Applications accompanied by résumé should be submitted **no later than Tuesday, June 15, 2021** to:

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

Further details may be obtained from the Job Description. We thank all for responding. However, only short-listed applicants will be contacted.