



**CIVIL SERVICE OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**  
**MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND**  
**TRANSPORT (MSETT)**

<b>JOB TITLE:</b>	Director, Public Procurement
<b>JOB GRADE:</b>	GMG/SEG 3
<b>POST NUMBER:</b>	71731
<b>DIVISION:</b>	Corporate Services
<b>BRANCH:</b>	Public Procurement
<b>REPORTS TO:</b>	Chief Technical Director, Corporate Services
<b>MANAGES:</b>	Manager, Public Procurement (GMG/SEG 2); (2) Senior Public Procurement Officer (GMG/SEG 1), (2) Public Procurement Administrator (GMG/AM 2)

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

## **JOB PURPOSE**

Under the direct supervision of the Chief Technical Director, Corporate Services, the Director, Public Procurement, has the responsibility to ensure that goods and services required by the Ministry of Science, Energy, Telecommunications and Transport (MSETT) are procured and delivered as requested in accordance with the Government of Jamaica's (GoJ's) Public Procurement Act, 2015 and Regulations.

## **KEY OUTPUTS**

- Goods and services procured and delivered;
- Reports prepared;
- Staff needs identified and addressed;
- Procurement policy updated;
- Quotations reported and obtained;
- Procurement request acknowledged and verified;
- Staff evaluated and appraised;
- Policies reviewed;
- Guidance/advise provided;
- Information disseminated.

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

- Provides advice to the Chief Technical Director, Corporate Services, other Directors and Managers on Procurement policies and procedures;
- Participates in the development of the Operational Plan and Work Programmes;
- Advises **Property Management** of supplier's reliability/suitability and performance;
- Attends meetings of the Procurement Committee;
- Represents the Division at conferences, workshops and seminars;

- Represents the Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Organization at Public Procurement Commission (PPC) Sector Committee, PPC, Cabinet Infrastructure Committee meetings;
- Monitors and ensures that effective and up to date Procurement records are maintained;
- Monitors and ensures that Procurement practices conform to the Financial Administration and Audit (FAA) Act and Government Procurement Guidelines;
- Acts as Purchasing Agent on behalf of the Division, as well as local funded projects;
- Prepares/reviews policies and procedures for the Divisions;
- Evaluates the performances of the Procurement Process along with Property Management and Committee members.

### **Technical/Professional Responsibilities**

- Acts as eProcurement Co-coordinator and Lead Evaluator;
- Co-ordinates and conducts procurement compliance reviews;
- Provides assistance with the co-ordination and conducts procurement training seminars/workshops for the Ministry;
- Co-ordinates and reviews reports for submission to the Ministry of Finance and the Public Service (MOFPS), Integrity Commission, PPC and Cabinet;
- Ensures that Tender documents are prepared in accordance with GoJ standards and are disseminated timely and accurately;
- Monitors the Organization's Procurement activities to ensure conformity to the Procurement Plan;
- Oversees the Contract Award process;
- Oversees the tendering process;

- Provides advice on Public Procurement matters to officers;
- Reviews and approves contract award recommendations within the specified threshold;
- Reviews procedure for the Procurement of works, goods and services carried out by the Organization;
- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to the preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the Procurement Guidelines and procedures are complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of Purchase Orders and follows up for receipt/delivery of goods and/or services;
- Prepares Budget for the Branch;
- Certifies all invoices, Payment Orders and Commitment Vouchers prior to submitting to the Finance and Accounts Division;
- Acquires Clearance Letters from National Insurance Scheme (NIS), National Housing Trust (NHT) and Tax Compliance Certificate (TCC) from the Tax Administration Jamaica (TAJ) for the Organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the Procurement practices conform to the Procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;

- Informs the relevant offices of changes in the Government Procurement guidelines and procedures and ensures implementation is effected within the Branch;
- Liaises with representatives of Funding Agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and in accordance with established GoJ regulations;
- Prepares and submits reports to the Ministry of Finance and the Public Service for all goods purchased by the Branch inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste;
- Chairs Tender Opening exercises conducted by the Ministry;
- Participates in the evaluation of Tenders.

### **Human Resource Management Responsibilities**

- Monitors and evaluates the performances of Direct Reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, monitoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Branch are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;

### **Other Responsibilities**

- Performs any other duties assigned.

### **PERFORMANCE STANDARDS**

- Operational plan developed according establish standards and within agreed timeframe;
- Meetings attended and relevant information provided;
- Accurate information disseminated;
- Continuous guidance and advise provided as requested;
- Reviews conducted according to establish standards and within establish timeframe;
- Procurement policy updated and implemented according to established standards;
- Goods and services procured according GOJ standards and procedures and within agreed timeframe;
- Reports prepared according to establish standards and within establish timeframe;
- Performance evaluations completed according to establish standards and within establish timeframe.
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time

## **REQUIRED COMPETENCIES**

<b>Core</b>	<b>Level</b>	<b>Functional</b>	<b>Level</b>
Oral communication	3	Leadership	2
Written communication	3	People management	1
Ability to work in team	3	Negotiation skills	1
Ability to use initiative	3	Use of technology	2
Integrity	3	Technical skills:	3
Time Management	3	<ul style="list-style-type: none"> <li>• Sound knowledge of the Government Public Procurement Act, 2015 and Regulations,</li> <li>• Sound knowledge of the FAA Act,</li> <li>• Sound Knowledge of Supplies Management and Project Management</li> <li>• Knowledge of Budget Preparation, Contract Management and Tender Management</li> </ul>	
Interpersonal Skill	3		
Customer relations	3		
Problem solving	2		
Leadership	3		
Planning and Organizing	3		
Accountability	3		

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
- Certificate in Public Procurement from MIND, UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years' related work experience in the procurement of goods and services.

**OR**

- ACCA Level 2;
- Certificate in Public Procurement from MIND, UNDP/CIPS Level 3 or INPRI Level 4;
- Five (5) years related work experience in the procurement of goods and services.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Normal working conditions;
- May be required to work beyond regular working hours.

### **AUTHORITY**

- Recommends leave, promotions and acting assignments;
- Certifies invoice order;
- Certifies advance payment vouchers for payment of goods or services.