



MINISTRY OF TOURISM

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following position in the Ministry of Tourism.

SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1)

JOB PURPOSE

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

1. KEY OUTPUTS

- Prices of goods and services researched
- Suitable and registered suppliers sourced
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers' performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

2. KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Prepares contracts
- Coordinates public procurement tender closing and opening exercises
- Reviews tender evaluation reports
- Assesses quotations and make recommendations for award
- Prepares addenda to tender documents
- Ensures that all ORGANISATION contracts are reviewed by the Legal Department
- Maintains contract register
- Prepares Procurement Plans for the ORGANISATION
- 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
- Liaises with 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, Office of the Prime Minister, and ORGANISATION representatives
- Reviews all tender reports for submission to the Procurement Committee, ORGANISATION Sector Committee, Contracts Committee, and OPM
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination.
- Advises, supports and assists employees on all aspects of the procurement process and procedures
- Ensures that Procurement Committee and ORGANISATION Sector Committee submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintained
- Assists the Director, 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 cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received" or "Services rendered"
- 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.
- Establishes and maintains an inventory listing of equipment bought etc.
- Advises on the reliability and performance of suppliers

Other Responsibilities

- Performs any other duties as directed by the head of the Division
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement

3. REQUIRED COMPETENCIES

Core

- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good inter-personal skills

Technical

- 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

4. MINIMUM REQUIRED EDUCATION 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
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

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
- Experience in related field: 5 years

5. 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 Resumes should be emailed no later than **February 28, 2022** to:

Director, Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5
hrm@mot.gov.jm

We appreciate all expressions of interest. However, only shortlisted applicants, will be contacted.