



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the post of **Senior Public Procurement Officer (GMG/SEG 1) (2 Years Engagement)** in the **Public Procurement Branch, Human Resource Management and Administration Division**, salary range \$3,501,526 – \$4,709,163 per annum.

JOB PURPOSE

The incumbent will be responsible for providing technical support, specific to but not limited to the drafting of Framework Agreements/Contracts for the Public Procurement Branch. The Senior Public Procurement Officer will assist in the procurement processes required for the acquisition of goods and services essential for the operation of the DCS. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures.

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

KEY RESPONSIBILITIES

To manage/minimize supply chain risk by developing Framework Agreements/Contracts for several highly sensitive security areas:

- Drafts procurement Framework Agreements and contracts in keeping with Public Procurement Guidelines.
- Oversees the Tender Process leading to the selection of a contractor.
- Guides and assists with the procurement process of all major construction works and large-scale procurement of goods and services.
- Contract Preparation & Administration.
- Responding to the oversight bodies – Parliament, Integrity Commission, etc.
- Prepare submissions to the Public Procurement Commission.
- Prepares submissions to the Permanent Secretary.
- Presents submissions at the different tiers of approval example: Procurement Committee meetings, Sector Committees.
- Prepare tender documents for dissemination to prospective bidders for the various strategic projects of the Ministry.

To manage the procurement process efficiently and effectively in furtherance of the organizational goals:

- Drafts Bidding Documents for review by the Director, Public Procurement.
- Prepares documents for Bid Evaluation to the Procurement Committee.
- Conducts Tender Evaluation Sessions.
- Prepares Tender Evaluation Reports.
- Notifies contractors of successful bids.
- Drafts contracts for successful bids.
- Monitors the deliverables of each contract awarded.

To provide accurate and timely advice on procurement matters to all internal stakeholders and external stakeholders as required:

- Interprets contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal.
- Prepares and submits reports to the relevant authorities, eg. National Contracts Commission, Sector Committee, Office of the Contractor General, etc.
- Provides technical support to the Director, Public Procurement on major projects eg: procurement of motor vehicles, etc.
- Prepares and submits weekly reports and updates on projects assigned.

- Compile and prepare project data from the Procurement Officers and submit to the Director, Public Procurement for weekly meetings.

To oversee and manage the procurement of goods, consulting-services and non-consulting services to ensure value for money in accordance with the relevant policies and guidelines:

- Identify and evaluate sources of supply.
- Provides guidance regarding the tender evaluation process and guides the recommendations through the approval process.
- Review and evaluate performance of suppliers.
- Prepares Cabinet submissions for contracts within the value threshold stipulated by the Procurement Policy.
- Liaise with suppliers and assists in resolving discrepancies on a timely basis.
- Liaise with suppliers on status of submissions and related queries.
- Follows up on payments for goods and services.

Other Responsibilities:

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Outstanding knowledge of Government procurement guidelines;
- Knowledge of Government Protocol and the Budget Processes;
- Sound knowledge of Bidding and Tender process;
- Ability to work well under pressure;
- Proficiency in the use of Microsoft Office Suite;
- Excellent research and consultation skills;

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 related work experience in procurement of goods and services.

OR

- ACCA Level 2;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
- Three (3) years related work experience in procurement of goods and services.

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 related work experience in procurement of goods and services.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work beyond regular hours;
- May be required to work weekends and holidays;
- Occasional travelling;
- May experience high levels of stress in relation to projects being undertaken within the department.

Applications should be submitted no later than **Monday April 29, 2024** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
2nd Floor
5-7 King Street, Kingston
Email: career@dcsjm.gov.jm

Subject: Senior Public Procurement Officer

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