



Department of Correctional Services

Ministry of National Security
Human Resource Management Division
5-7 King Street, Kingston
Jamaica, West Indies
Tel: (876) 922-0021-2 / 967-2781-3
Fax: (876) 922-3484
Email: vacancy@dcs.gov.jm
Website: www.dcs.gov.jm



CIRCULAR No. 1 **DCS Ref. C.2019¹**

1stFebruary, 2019

Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Public Procurement Branch, Department of Correctional Services**:

1. **Director 3, Public Procurement (GMG/SEG 3) – (Vacant)**, salary range \$2,336,309 – 2,777,138 per annum and any applicable allowance(s).
2. **Senior Public Procurement Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,502,063 – 1,785,481 per annum and any applicable allowance(s).
3. **Public Procurement Officer (GMG/AM 3) – (Vacant)**, salary range \$1,125,513 – 1,337,881 per annum and any applicable allowance(s).
4. **Public Procurement Administrator (GMG/AM 2) – (Vacant)**, salary range \$939,448 – 1,116,709 per annum and any applicable allowance(s).
5. **Public Procurement Clerk (PIDG/RIM 1) – (Vacant)**, salary range \$600,370 – 713,651 per annum and any applicable allowance(s).

1. **DIRECTOR 3, PUBLIC PROCUREMENT (GMG/SEG 3)**

JOB PURPOSE

Under the direct supervision of the Senior Director, Human Resource Management & Administration, the Director 3 - Public Procurement has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

KEY RESPONSIBILITIES

Management / Administrative Responsibilities:

- Provides advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures.
- Participates in the operational plan and work programmes.
- Advises the Director, Administration and Property Management of supplier's reliability/ suitability and performance.
- Attends meetings of Procurement Committee.
- Represents the Ministry at Conferences, Workshops and Seminars.
- Monitors and ensures that effective and up to date procurement records are maintained.
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitors and maintains an inventory listing of all equipment brought within the Ministry.
- Acts as purchasing agent on behalf of the MDA as well as local funded projects.
- Prepares/ Reviews policies and procedures for Parish Offices and Agencies
- Evaluates the performances of the Procurement Process along with Director, Administration and Property Management and Committee member.

Technical / Professional Responsibilities:

- Act as the Procurement Coordinator and Lead Evaluator.
- Coordinate and conduct procurement compliance reviews.
- Coordinate and conduct organization procurement training seminars/workshops.
- Coordinated reports for submission to the MOFP, OCG, PPC and Cabinet.
- Ensure that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately.
- Monitor the organization's procurement activities to ensure conformity to the Procurement Plan.
- Oversee the contract award process.
- Oversee the tendering process.
- Provide advice on public procurement matters to officers.
- Represent Unit at Procurement and Contract Award Committees and Board meetings.
- Represent Organization at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Review and approve contract award recommendations within the specified threshold.
- Review procedure for the procurement of works, goods & services carried out by the Organization.
- Review reports for submission to MFP, PPC, OCG and Cabinet.
- Provides the Finance and Accounts Division with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts.
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurements guidelines and procedures and 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 Unit.
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance and Accounts Division.
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the MDA 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 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 ensure implementation is effected within the MDA.
- Liaises with representatives of finding 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 Senior 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 accordance with established Government Regulations.
- Prepares and submits reports to the Ministry of Finance and Planning for all goods purchased by the MDA inclusive of cost and locations supplied.
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities:

- Monitor and evaluates the performances of direct reports, prepares performance appraisals and recommend and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals.

- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotions, terminations 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.
- Ensure the welfare and development needs of staff in the Division/Unit 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 organizations goals.
- Chairs tender opening exercises conducted at the MDA.
- Participates in the evaluation of tenders.
- Any other duties assigned as directed by the Director, Administration and Property Management.

PERFORMANCE STANDARDS

- Goods and services procured in accordance with the Government of Jamaica FAA Act and Procurement Guidelines.
- Comprehensive and accurate reports prepared and submitted within the agreed timeframe.
- Accurate information disseminated.
- Continuous guidance and advice provided as requested.
- Procurement Policy updated and implemented within the agreed timeframe.
- Quotation requested is authentic and meets the requirement of the Procurement Guideline.
- Procurement of goods in a cost effective manner is maintained.
- Staff needs are clearly identified and addressed in a timely manner.
- Staff performance meets or exceeds set targets:
 - ✓ **PROCUREMENT BUDGET**
 - ✓ **AVERAGE PROCUREMENT TRANSACTIONS ANNUALLY**

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core:

- Excellent leadership and interpersonal skills;
- Good customer relations skills;
- Excellent oral and written communication skills;
- Excellent problem solving and negotiation skills.

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 & Regulations;
- Sound knowledge of the FAA Act;
- Sound Knowledge of Supplies Management;
- Knowledge of Project Management;
- Knowledge of Budget Preparation;
- Knowledge of Contract Management;
- Knowledge of Tender Management;
- Proficiency in the relevant computer application software.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Science in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
 - Five (5) years related work experience in procurement of goods and services.
- or**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND;
 - Five (5) years related work experience in procurement of goods and services.
- or**

- Diploma in Accounting, Business administration or any related fields;
- Certificate in Public Procurement: UNEIP/CIPS Level 3 or INPRI Level 4 and MIND;
- Seven (7) years related work experience in procurement of goods and services.

2. SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1)

JOB PURPOSE

Under the direct supervision of the Director 3 - Public Procurement, the Senior Procurement Officer researches information on prices and procures goods and services requested by the various departments.

KEY RESPONSIBILITIES

Management/Administrative:

- Prepare contracts.
- Coordinate public procurement tender closing and opening exercise.
- Review tender evaluation reports.
- Assess quotations and make recommendation for award.
- Prepare addenda to tender documents.
- Ensure that all organization contracts are reviewed by the Legal Department.
- Maintain contract register.
- 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.
- Liaise with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines.
- Maintain data file with Government of Jamaica Procurement Procedures.
- Provides liaison services between the PPC, the Ministry of Finance, and Office of the Prime Minister and organization representatives.
- Review all tender reports for submission to the Procurement Committee, organization Sector Committee, Contracts Committee and OPM.
- Keep 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.
- Ensure that Procurement Committee and organization 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, Procurement or Director, Administration & Property Management on suppliers reliability/suitable and performance.
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement.
- Provides guidance to Internal/External customer 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 to 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 DUTIES AND 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.

REQUIRED KNOWLEDGE, SKILLS AND 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.

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.
 - Experience in related field: three (3) years
- or**
- ACCA Level 2;
 - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND;
 - Experience in related field: three (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: five (5) years.

3. PUBLIC PROCUREMENT OFFICER (GMG/AM 3)

JOB PURPOSE

The Procurement Officer under the general supervision of the Director 3 Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

KEY RESPONSIBILITIES

- Prepare tender notices and advertisements;
- Prepare RFQ for goods, general services and minor works;
- Obtain quotations/tenders from appropriately qualified suppliers;
- Represent Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintain Procurement records in good order to facilitated audit and other reviews;
- Prepare Quarterly Contracts Award report to be submitted to The Contractor General's Office (QCA Report);

- Maintain a data base of all bonds and insurances and ensure that they are current all times and take responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management:

- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents.
- Reviewing and evaluating proposals and bids received and assisting with the process of
- Engaging consultants and suppliers.
- Preparing and reviewing TORs and bidding documents for all required procurement activities.
- Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
- Maintaining procurement filing system in a systematic manner.
- Receives compiles and processes purchase requisition forms for all wards and departments for the procurement of goods.

Vendor Management:

- Maintaining list of vendors and contractors supplying various items and services.
- Liaises with service contractors to ensure that service to office and medical equipment are being affected as agreed.
- Development and executing measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary.
- Checking invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and recommend invoices for payment.
- Maintaining procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
- Ensure all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting:

- Monitoring and reporting the procurement implementation status and progress as required.
- Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner.
- Prepare reports of and for procurement meetings.

PERFORMANCE STANDARDS

- Goods and services procured in accordance with quality requirements and financial guidelines/ regulations;
- Procurement of goods and services carried out in accordance with Government procurement guidelines;
- Stock level of goods are maintained in accordance with established procedures
- Accurate record keeping;
- Accurate reports are generated and submitted within agreed timeframe;
- Bid documents prepared in accordance with specifications;
- Tender opening conducted in accordance with established standard.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Technical Competences:

- Extensive Knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of contract administration;

- Ability to research and evaluate technical proposals and recommend contracts for award;
- Knowledge of office management principles, practices and procedures;
- Excellent knowledge of Accounting practices as applied to procurement procedures;
- Working knowledge of computer applications.

Core Competences:

- Integrity
- Communication Skills
- Interpersonal relations
- Team work and cooperation
- Initiative
- People Management Skills
- Problem Solving and Decision Making Skills
- Time management skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Public Administration/Management Studies/ Accounting or any other related field.
- Three (3) years procurement experience, in a similar position.

4. PUBLIC PROCUREMENT ADMINISTRATOR (GMG/AM 2)

JOB PURPOSE

Under the general supervision of the Director 3 Public Procurement, the Procurement Administrator is responsible for providing the necessary support by offering complete secretarial/administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

KEY RESPONSIBILITIES

- Coordinate reports on behalf of the organization:
 - a. Prepare reports for submission to the Ministry of Finance, Office of the Contractor General and the PPC.
 - b. Assist with the preparation of monthly report for submission
- Maintain records in accordance to the FAA Act, etc.:
 - a. Organize and maintain filing system.
 - b. Maintain correspondence lodgings system.
- Disseminate in a timely manner all incoming and outgoing correspondences.
- Coordinate meetings:
 - a. Arrange Department and Procurement Committee meetings.
 - b. Disseminate relevant documents for meetings.
 - c. Record and generate accurate and timely minutes for meetings.
- Make travel arrangements for organization officers
- Responsible for organizing all purchasing documents.
- Ensure that all Purchase Requisitions and Travel Requisitions are channelled through the proper system before typing the purchase orders.
- Ensure all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place e.g. Prices, quotations, necessary signatures are affixed. If necessary return to originating department of Purchase Requisition for authorized signature or other information required.
- Assist with compiling data to prepare Purchase Orders.
- Ensure that all Purchase Orders are typed.
- Assist to expedite movement of purchase orders from the hospital to the Suppliers.
- Communicate with all levels of staff regarding the movement of Requisitions and Purchase Orders.
- Assist users with preparing Purchase Requisitions correctly.

- Maintain Proper records management for Purchase Requisitions, Purchase Orders, and C.O.D. letters.
- Prepare Purchasing document for dispatch to suppliers, stamp, and record and send Purchase Order requiring GCT exemption to GCT office.
- Ensure that copies of Purchase Requisitions are dispatched to the correct Department.
- Assist Suppliers to locate invoices that have been submitted for payment.
- Prepare C.O.D. letters and uniform allowance fetters, make records in the required books and take them to the relevant Accounts department.
- Follow up on C.O.D. letters, ascertain re-preparation of cheques and return the appropriate documents to the Accounts department when the goods are supplied or the services are provided.
- Answer the telephones and screen calls and direct callers to the appropriate person or use initiative to assist callers where possible.
- Attend to the suppliers when they come to collect orders or make inquiries re orders and orders that are not collected are dispatched by messenger or the post.
- Assist with taking information from Shipping Agents, receiving shipping documents from courier services and delivering them to the Custom Broker.
- Receive cheque from the Accounts Department for overseas suppliers and send via courier service to the respective suppliers or make contact with the persons requesting the information as to the means by which suppliers are to get orders and cheques.
- Perform other similar and related tasks as required.
- Any other duties assigned by the Procurement Director.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound communication and interpersonal skills
- Good organisational skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in: MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English language
- High degree of integrity and diplomacy.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Business Administration/Management Studies/ Accounting or any other related field.
- At least one (1) year of working experience in the related field.

5. PUBLIC PROCUREMENT CLERK (PIDG/RIM 1)

JOB PURPOSE

Under the general supervision of the Director 3 - Public Procurement, the Procurement Clerk is responsible for providing the necessary in the issuing of tenders and the pre/post bidding process.

KEY RESPONSIBILITIES

- Disseminate tender documents.
- Represent PROCUREMENT UNIT at tender closing and opening exercises as recording clerk.
- Seal tender boxes at stipulated deadlines.
- Ensure Tenderers sign Bid Receipt register.
- Prepare Purchase orders.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Sound communication and interpersonal skills
- Good organizational skills

- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in: MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English language
- High degree of integrity and diplomacy

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Business Administration/Management Studies/Accounting or any other related field.
- At least one (1) year of working experience in the related field.

Applications accompanied by résumés should be submitted no later than **Wednesday, 20th February, 2019** to:

**Senior Director, HRM & Administration
Department of Correctional Services
5-7 King Street, Kingston**

.....

Applications will also be accepted via email:
vacancy@dcs.gov.jm

While we thank all applicants for their interest, please note that only short-listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Department/Agency and brought to the attention of all eligible officers.