



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **PUBLIC PROCUREMENT OFFICER (GMG/AM 3)** in the **Public Procurement Branch, Human Resource Management & Administration Division** with salary ranging from **\$2,190,302 - \$2,945,712 per annum**.

JOB PURPOSE

The Procurement Officer under the general supervision of the Director, Public Procurement, is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Department. 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

Technical/Professional:

- Prepares tender notices and advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer;
- Maintains 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 or all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assisting with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises 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;
- Manage and maintain 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:

- Maintains list of vendors and contractors supplying various items and services;
- Liaise with service contractors to ensure that service to office and medical equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time's ect.) and communicate results internally and externally as necessary;

- Checks 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;
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the general consumption tax office to be zero-rated.

Procurement Reporting:

- Monitors and reports the procurement implementation status and progress as required;
- Follow up with relevant government agencies to obtain approval of proposed contract awards promptly;
- Prepares reports of/and for procurement meetings.

Other Responsibilities:

- The incumbent may, from time to time, be 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

- 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

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Three (3) years procurement experience, in a similar position.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays.

Please submit your cover letter and resume through our website portal by **Monday, February 10, 2025** and addressed to:

**Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston**

The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.