



CAREER OPPORTUNITY

Position

Senior Public Procurement Officer

Job Scope

Under the direct supervision of the Vice President - Finance & Corporate Services, the Senior Public Procurement Officer has the responsibility to ensure that goods and services required by JAMPRO are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

The incumbent is expected to perform a range of duties that are necessary to effectively support the Procurement Unit and the Finance & Corporate Services (FCS) Division with the Procurement needs of the wider organization. These include but are not limited to the following:

Management/Administrative Responsibilities

- Provide advice to the JAMPRO staff on procurement policies and procedures
- Participate in the operational plan and work programmes for procurement
- Advise the VP FCS of suppliers' reliability/suitability and performance
- Attend meetings of Procurement Committee as scheduled
- Represent JAMPRO at Conferences, Workshops and Seminars
- Monitor and ensures that effective and up to date procurement records are maintained;
- Monitor and ensure that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines
- Monitor and maintain an inventory listing of all equipment bought within the Corporation
- Act as purchasing agent on behalf of the JAMPRO as well as locally funded projects
- Prepare/Review Procurement policies and procedures for the Corporation, including satellite offices
- Evaluate the performance of the Procurement Process along with VP FCS and Procurement Committee members
- Chair tender opening exercises conducted at JAMPRO
- Participate in the evaluation of tenders.

Technical/Professional Responsibilities

- Act as eProcurement Coordinator and Lead Evaluator
- Coordinate and conduct procurement compliance reviews
- Coordinate and conduct organization procurement training seminars/workshops
- Coordinate 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



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- 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 MoFP, PPC, OCG and Cabinet
- Provide the Finance Department with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts
- Manage, monitor and control the procurement of goods and service and ensure that the objectives and basic principles of the procurement guidelines and procedures are complied with
- Procure goods and services on a competitive basis without compromising quality and ensure proper storage
- Monitor the issuing of purchase orders and follow up for receipt/delivery of goods and/or services
- Prepare Budget for the Unit
- Certify all invoices, payment orders and commitment vouchers prior to submitting to the Finance Department
- Acquire 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;
- Ensure 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
- Monitor and maintain 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
- Inform the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensure implementation is effected within JAMPRO;
- Liaise 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
- Assist Managers and the Executive Team in developing guidelines for establishing priorities in the allocations of resources
- Liaise with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations
- Prepare and submit reports to the Ministry of Finance and the Public Service for all goods purchased by JAMPRO inclusive of cost and locations supplied
- Monitor orders and re-orders levels in order to minimize incidence of extravagance and waste

Other Responsibilities

- Undertake human resource management activities in relation to direct reports, including but not limited to interviewing and selection, performance management and



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evaluation, training, coaching, disciplining and approval of leave for local and overseas based staff in accordance with Agency policies and procedures

- Perform other related functions as assigned by the VP FCS

Qualifications, Experience and Key Competencies

- Graduate degree or BSc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field; 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
- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- 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

Qualified applicants are invited to submit letter and résumé by July 20, 2023 addressed to:

Manager, Human Resources

JAMPRO Email: vacancies@jamprocorp.com