



# Ministry of National Security

## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

### **DIRECTOR, PUBLIC PROCUREMENT (GMG/SEG 3) – NOT VACANT PUBLIC PROCUREMENT BRANCH - CORPORATE SERVICES DIRECTORATE**

**SALARY SCALE: \$2,453,125.00 – \$2,915,995.00**  
**TRAVELLING ALLOWANCE: \$894,924.00 per annum with motor vehicle;**  
**\$362,472.00 per annum without motor vehicle;**

#### **JOB PURPOSE:**

Under the general supervision of the Head, Corporate Services, the Director, Public Procurement is responsible for planning and coordinating the systematic execution of procedures for the timely and cost effective procurement of goods and services on behalf of the Ministry and its Departments/Agencies in accordance with the relevant Government of Jamaica (GOJ) policies, procedures and standards.

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

#### **KEY RESPONSIBILITIES**

- Manages the procurement of goods and services to ensure value for money in accordance with the relevant policies/guidelines;
- Coordinates the preparation and implementation of tender documents including Terms of References (TOR), Request for Proposals (RFP);
- Prepares Cabinet Submissions for contracts within the value threshold stipulated by the Procurement Policy;
- Develops and maintains adequate controls and procedures to accomplish the proper and timely recording and reporting of the physical flows of assets including materials and equipment;
- Manages Boarding of Assets in accordance with the GOJ Procurement Policy;
- Provides accurate and timely advice on procurement matters to all internal stakeholders, as well as provide reports to the relevant authorities as required
- Functions as ex-officio member of Procurement Committees in selected Departments and Agencies under the Ministry's portfolio to provide guidance and ensures compliance with the GOJ procurement procedures;
- Prepares and submits reports to the relevant authorities, e.g. National Contracts Commission, Sector Committee, Office of the Contractor General, Auditor General etc.
- Provides technical advice to Permanent Secretary and other stakeholders on procurement matters;
- Prepares and submits weekly, quarterly and annual reports
- Manages the acceptance of grants/gifts to the Ministry in keeping with established policies and guidelines.
- Recommends approval to Permanent Secretary for the acceptance of gifts of money, services, assets and consumables in keeping with established policies and guidelines;
- Prepares and make submissions to the Ministry of Finance and Planning advising of gifts of money and for its incorporation in the Estimates of Expenditure or Supplementary Estimates as Appropriation-In-Aid;
- Manages the disposal of assigned government –owned vehicles in keeping with the Revised Comprehensive Motor Vehicle Policy for the Public Sector.
- Prepares and makes submissions to the Ministry of Finance and Planning for the sale of assigned motor vehicles upon endorsement by the Permanent Secretary;
- Liaises with prospective purchasers of assigned motor vehicles and provides technical guidance and support in concluding the sale of the motor vehicle.
- Prepares Strategic Business and Operational Plans as well the Budget for the Procurement Branch;
- Develops and manages the performance of the Branch and its staff, including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff, and arranging for training;
- Maintains effective working relationships with external and internal stakeholders, ensuring that the Branch provides a consistently high level of service

## **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

### **TECHNICAL:**

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

### **CORE:**

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills
- Excellent interpersonal skills
- Good negotiating skills
- Excellent time management skills
- Ability to develop and maintain good interpersonal relationships with internal and external stakeholders;

## **MINIMUM REQUIRED QUALIFICATION & EXPERIENCE**

- Bachelors Degree in Management Studies/Public Sector Management or equivalent qualification and training;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4 from MIND
- Three (3) years' experience in procurement in the government of goods and service including preparation of tenders and negotiation of contracts for;
- Experience in analyzing asset movements and inventory management.

Interested persons should forward their applications and résumés **NO LATER THAN Wednesday, March 31, 2021** to the: -

Director, Human Resource Management and Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Director, Public Procurement (GMG/SEG 3)**

**Please note that we thank all for responding but only shortlisted applicants will be contacted.**