



Ministry of National Security

CAREER OPPORTUNITY

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

SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1) - VACANT PUBLIC PROCUREMENT BRANCH

SALARY SCALE: \$3,501,526.00 - \$4,709,163.00 PER ANNUM

JOB PURPOSE:

The incumbent will assist with planning, coordinating and providing oversight for the timely and cost effective procurement of goods and services on behalf of the Ministry, its Departments and agencies in accordance with the relevant policies, procedures and standards.

KEY RESPONSIBILITIES:

The responsibilities include but are not necessarily limited to the following:

- Drafts and prepares procurement Framework Agreements and contracts in keeping with Public Procurement Guidelines;
- Assistance provided in the procurement of goods and services;
- Research conduct to support the development of Cabinet Submissions;
- Draft and Peer review bidding document.
- Update and maintain Procurement Records.
- Conduct evaluation and prepare reports for submission to procurement committee.
- Assist in the Procurement Plan and Budget;
- Manage the tender process from initiation to close out for assigned projects.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Management Studies/ Public Administration or equivalent qualification and training.
- At least three (3) years' experience in procurement in the government service including preparation of tenders and negotiation of contracts for goods and services.
- Training in GOJ Procurement Policies and guidelines would be a distinct asset
- Procurement training (Ex. INPRI) would be an asset.

SPECIFIC KNOWLEDGE & SKILLS:

- Sound knowledge of the Government Public Procurement Act, 2015 and Regulations;
- Sound knowledge of the FAA Act;
- Knowledge of Contract Management;
- Knowledge of Tender Management;
- Sound knowledge of Supplies Management;
- Ability to work well under pressure;
- Proficiency in the relevant computer application software
- Working proficiency in Microsoft Office Suite;
- Excellent research consultation and communication skills.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment;
- Critical deadlines for completion of tasks;
- May be obliged to work beyond the normal hours and days to meet same;
- Willingness to travel locally and internationally.

Interested persons should forward their applications and résumés **NO LATER THAN Wednesday, April 3, 2024** to:

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Senior Public Procurement Officer

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted