



## Ministry of National Security

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### CAREER OPPORTUNITY

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

#### **SENIOR PROCUREMENT SPECIALIST (GMG/SEG 2) - CONTRACT PUBLIC PROCUREMENT BRANCH**

**SALARY SCALE: \$3,770,761.00 - \$5,071,254.00 PER ANNUM**

#### **JOB PURPOSE:**

The incumbent is responsible for providing competent technical assistance in execution of the procurement processes required for the acquisition of goods, works and services essential for the operation of the Ministry of National Security. Additionally, the individual will work to ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures.

#### **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;
- Co-ordinates and provides guidance regarding the tender evaluation process and any recommendations to support approval;
- Drafts and prepares bidding documents and administer bidding processes
- Prepares Cabinet submissions for contracts within the value threshold stipulated by the Procurement Policy;
- Prepares Procurement Plans for the Organization;
- Prepare and submit reports to the Public Procurement Commission, Office of the Contractor General;
- Prepares and presents submissions at the different tiers of approval example: Permanent Secretary, Procurement Committee meetings, Sector Committees etc.;
- Liaises with Finance Division to ensure compliance with contractual terms for payments and other procurement guidelines;
- Interprets contract provisions and reviews contracts for accuracy and to facilitate changes prior to bid and renewal; as well as administration project executive
- Prepares and submits weekly reports and updates on projects assigned.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in the Social Sciences or any other relevant field;
- INPRI Level 4 Certification or equivalent;
- Legal experience would be an asset;
- Three (3) years related experience;
- Experience in dealing with matters of a highly confidential and sensitive nature;
- Experience in relating to senior officers in the public and private sectors.

#### **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;
- Familiarity with the Budget cycle and institutional interactions;
- 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  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Senior Procurement Specialist**

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