



CAREER OPPORTUNITY

Jamaica Library Service

Applications are being invited from suitably qualified persons to fill the following vacancy:

➤ **Director 1, Public Procurement (GMG/SEG 1):**

Job Purpose

Under the direct supervision of the Director, Human Resource Management and Administration the Director 1, Public Procurement has the responsibility to ensure that goods and services required by the organization are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

Management/Administrative

- Provides advice to the Director General other Directors and Managers on all procurement policies and procedures
- Participates in the operational plan and work programmes
- Advises the Deputy Director, Administration and Building and Maintenance Officer of suppliers reliability/suitability and performance
- Attends meetings of Procurement Committee
- Represents the organization at conferences, workshops and seminars
- Monitors and ensures that effective and up to date procurement records are maintained
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines
- Monitors and maintains an inventory listing of all equipment brought within the organization
- Acts a purchasing agent on behalf of the organization as well as local funded projects
- Prepares/reviews procurement policies and procedures for the parish library networks islandwide
- Evaluates the performance of the procurement process along with the Director, Human Resource Management and Administration and the Procurement Committee members and Building and Maintenance Officer.

Technical/Professional

- Acts as the 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 Ministry of Finance and the Public Service, Office of the Contractor General, Public Procurement Commission and Cabinet
- Ensure that tender documents are prepared in accordance with 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
- Provide advice on public procurement matters to officers
- Represent at Procurement and Contract Award Committees and Board meetings
- Represent organization at Public Procurement Commission Sector Committee, Public Procurement Commission, Cabinet Infrastructure Committee meetings
- Review and approve contract award recommendations within the specified threshold
- Review procedure for the procurement of works, goods and services carried out by the organization
- Review reports for submission to Ministry of Finance and Public Service, Office of Contractor General and Public Procurement Commission and Cabinet
- Provides the Finance Division with the necessary assistance and information as it related to preparation of cheques for payments and reconciliation of accounts
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurement guidelines and procedures are complied with
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and/or services
- Prepares Budget for the Unit
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance Division
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the organization to be exempted from these taxes
- Ensures 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
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensures that orders for supplies are procured in the most efficient and economic manner
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensure implementation is effected within the organization.

Human Resource Responsibilities

- Monitor and evaluates the performances of direct reports, prepares performance appraisals and recommend and/or indicates corrective actions where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division and recommends transfer, promotions, terminations and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching
- Ensure the welfare and development needs of skill in the Division are clearly identified and addressed
- Establishes and maintains a systems that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals
- Chairs tender opening exercises conducted at the organization
- Participates in the evaluation of tenders
- Any other related duties as assigned

Key Competencies Core:

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

Technical:

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

Qualifications & Experience:

- B.Sc in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or any related field
- 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

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
- OR**
- Diploma in Accounting, Business Administration or any related fields
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Seven (7) years related work experience in procurement of goods and services

Special Conditions Associated with the Job:

- Extensive travel to libraries islandwide

Salary Scale: \$1,577,167.00 to \$1,829,030.00 p.a. (as of April 1, 2020)