



## **PUBLIC PROCUREMENT OFFICER (GMG/AM 3)**

### **Job Purpose:**

Under the supervision of the Head of the Procurement Unit, the Public Procurement Officer is to assist in the procurement process required for the acquisition of goods, services and minor works essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### **Main Responsibilities:**

- Prepare tender notices and advertisements
- Prepare RFQ for goods, general services and minor works
- Obtain quotations/tenders from appropriately qualified suppliers
- Represent PROCUREMENT UNIT at Tender closing and opening exercises as Tender Officer
- Maintain Procurement records in good order to facilitate audit and other reviews
- Prepare Quarterly Contracts Award report to be submitted to The Integrity Commission (QCA Report)
- Reviewing and evaluating proposals and bids received and assisting with the process of engaging consultants and suppliers
- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (ToR) and preparing request for proposals (RFPs) and bidding documents
- Preparing and reviewing TORs and bidding documents for all required procurement activities
- Liaising with relevant departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved budget
- Managing the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance with mandated procurement procedures
- Maintaining procurement filing system in a systematic manner
- Receives compiles and processes purchase requisition forms for all departments for the procurement of goods, services and minor works
- Maintaining list of vendors and contractors supplying various items and services
- Liaises with service contractors to ensure that service to office are being affected as agreed
- Checking invoices to ensure correct price, follow through to ensure that materials ordered have been received
- Maintaining procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports
- Monitoring and reporting the procurement implementation status and progress as required
- Following up with relevant government agencies to obtain the approval of proposed contract awards in a timely manner
- Prepare reports of and for procurement meetings

### **Required Competences:**

- Extensive Knowledge of Government Procurement guidelines and procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement procedures
- Working Knowledge of computer applications

### **Minimum Required Education and Experience:**

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position
- Certificate in Public Procurement from MIND or INPRI, would be an asset

### **Remuneration per annum:**

- **Salary Scale - \$1,181,798 – \$1,404,775**

Applications accompanied by resume to be submitted no later than **Friday, June 18, 2021** to:

**Director, HR Management & Development**  
Public Broadcasting Corporation of Jamaica  
5-9 South Odeon Avenue, Kingston 10  
Email: [hr@pbcjamaica.org](mailto:hr@pbcjamaica.org)

**Please note that responses will be sent to short-listed applicants only.**