
MINISTRY OF JUSTICE

CAREER OPPORTUNITY

The Ministry of Justice invites suitable qualified persons to fill the vacant post of **Director 3, Public Procurement (Procurement Specialist) (GMG/SEG 3)**, in the **Corporate Services Division**, salary range \$2,453,125 - \$2,915,995 per annum and Travelling allowance at the rate of \$ 894,924.00 per annum.

JOB PURPOSE

Under the direct supervision of the Senior Director, Corporate Services the Director 3 Public Procurement (Procurement Specialist) has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act, 2015 and Regulations.

KEY RESPONSIBILITY AREAS

Management / Administrative Responsibilities

- Provides advice to the Senior Director, Corporate Services, other Directors and Managers on procurement policies and procedures;
- Participates in the operational plan and work programmes;
- Advises the Senior Director, Corporate Services of suppliers reliability/ suitability and performance;
- Attends meetings of Procurement Committee;
- Represents the Ministry 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 Ministry;
- Acts as purchasing agent on behalf of the Ministry of Justice as well as local funded projects;
- Prepares/ Reviews policies and procedures for Parish Offices and Agencies;
- Evaluates the performances of the Procurement Process along with Senior Director, Corporate Services and Committee members.

Technical / Professional Responsibilities

- Acts as eProcurement Coordinator and Lead Evaluator;
- Coordinates and conducts procurement compliance reviews;
- Coordinates and conducts Organization procurement training seminars/workshops;
- Coordinates reports for submission to the MOFP, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately;
- Monitors the Ministry's procurement activities to ensure conformity to the Procurement Plan;

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- Oversees the contract award process;
 - Oversees the tendering process;
 - Provides advice on public procurement matters to officers;
 - Reviews and approves contract award recommendations within the specified threshold;
 - Reviews procedure for the procurement of works, goods & services carried out by the Ministry;
 - Reviews reports for submission to MOFPS, PPC, OCG and Cabinet;
 - Provides the Finance and Accounts 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 procurements guidelines and procedures and 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 and Accounts Division.
 - Acquires clearance letter from National Insurance Scheme (N.I.S) and National Housing Trust (NHT) and Tax Compliance Certificate from the collector of Taxes for the Ministry of Justice 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 ensure 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 Ministry of Justice.
 - Liaises with representatives of finding agencies and Government Departments on matters relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to.
 - Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
 - Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government of Jamaica Regulations;
 - Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the Ministry of Justice inclusive of cost and locations supplied;
 - Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste.

Human Resource Responsibilities

- Monitors 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 Branch 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, monitoring and coaching;
- Ensures the welfare and development needs of staff in the Branch are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and organizations goals.
- Chairs tender opening exercises conducted at the Ministry of Justice.
- Participates in the evaluation of tenders
- Performs any other duties assigned

REQUIRED COMPETENCIES

Core

- Excellent oral and written communication skills
- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent problem solving and negotiation skills
- People Management Skills
- Integrity
- Team work and cooperation
- Initiative
- People Management Skills
- Time management 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 Project Management
- Knowledge of Budget Preparation, Contract and Tender Management;
- Proficiency in the relevant computer application software

MINIMUM REQUIRED QUALIFICATION AND 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 from MIND
- Five (5) years related work experience in procurement of goods and services

OR

- ACCA Level 2

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- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 from 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 from MIND
 - Seven (7) years related work experience in procurement of goods and services

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Extensive travelling island wide

Applications accompanied by resume should be submitted **no later than Friday, June 26, 2020** to careers@moj.gov.jm or

Permanent Secretary
Ministry of Justice
61 Constant Spring Road
Kingston

Please note that we thank all for responding, but only short listed applicants will be contacted.