



**CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE**

<b>JOB TITLE:</b>	Public Procurement Officer
<b>JOB GRADE:</b>	GMG/AM 3
<b>POST NUMBER:</b>	71746
<b>DIVISION:</b>	Corporate Services
<b>REPORTS TO:</b>	Director 3, Public Procurement
<b>MANAGES</b>	N/A

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

**Strategic Objectives of the Division ( in which the position is located):**

Enhanced automated financial reporting, risk management, and cash flow analysis, along with streamlined records and procurement systems, to improve efficiency, ensure compliance with regulations and optimize resource utilization.

**Job Purpose**

To assist in the execution of procedures for the timely and cost-effective procurement of goods and services on behalf of the Ministry of Justice in accordance with policies and legal requirements.

**Key Output:**

- Goods and services purchased;
- Requisition prepared;
- Purchasing records maintained;
- Inventory records maintained;
- Inventory re-order levels established;
- Supplier listing maintained.

**Key Responsibility Areas:**

**a. To make the necessary arrangements for the purchasing and delivery of goods and services on behalf of the Ministry.**

- Request quotations from suppliers for goods and services required and compiles responses for analysis;
- Assist in the evaluation of quotations received;
- Investigate, compare and assist, as necessary in the negotiation of purchasing agreements, credit arrangement and service contracts and ensure adherence to the time of the service contracts;
- Liaise with the Accounts Branch to ensure that payments are made to suppliers in a timely manner;
- Monitor re-order levels and arrange for stocktaking at appropriate intervals;
- Co-ordinate the purchasing of supplies for official functions organized by the Ministry;

**b. To maintain accurate inventory levels of goods as well as purchasing records.**

- Continuously consult National Contracts Committee listing of qualified suppliers;
- Maintain inventory at the most cost-effective levels;
- Establish just in time purchasing/delivery systems, where necessary;
- Maintain an accurate register of all purchases of goods and services;
- Place orders for diaries (for the coming year) at least three (3) months in advance;
- Ensure that all items issued are recorded and signed for and stock levels are reflected in the issuing of diaries are in keeping with actual count;
- Provide accurate and detailed reports on stock levels to management.

**c. To co-ordinate official travel arrangements for senior officers of the Ministry.**

- Contact travel agency to make reservation/confirmation booking for officers travelling overseas on official business;
- Arrange for tickets to be collected in a timely manner;
- Procure foreign currency for officers travelling on official business.

**OTHER DUTIES AND RESPONSIBILITIES**

- Maintains effective working relationships with external and internal stakeholders and ensure that a consistently high level of service is provided to them
- Attends meetings of Procurement and Contracts Committees on behalf of the Branch
- Performs any other related duties as directed

**Performance Standards:**

- Quality of goods and services purchased;
- The extent to which procurement policies/procedures are adhered to;
- Timeliness and accuracy of inventory levels of goods;
- Accuracy of purchasing records;
- Quality of relationship with internal and external clients;
- Reports meet quality standards and produced within agreed time frame;
- Confidentiality, integrity and sensitivity displayed in the execution of duties.

**Required Competencies:**

<b>I. Core Competencies</b>	<b>Level</b>	<b>II. Technical/Functional Competencies</b>	<b>Level</b>
Adaptability	2	Accountability	1
Compliance	1	Attention to Detail	1
Customer and Quality Focus	1	Goal/Results Oriented	1
Initiative	1	Methodical	1
Integrity	2	Planning and Organising	1
Interpersonal	2	Problem Solving and Decision-making	1
Oral Communication	2	Procurement	1
Team Work & Cooperation	1	Resilience	1
Time Management	1	Stress Tolerance	1
Written Communication	2	Technical Skills	1
		Use and Application of Technology	1

<b>I. Key Competencies</b>
Good knowledge of government’s procurement policies and procedures
Good knowledge in purchasing and inventory management
Working knowledge of the FAA Act

**Internal Contacts (specify purpose of significant contacts):**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Director 3, Public Procurement	To receive guidance and provide information
Finance & Accounts	Submission of bills Queries on payments
General Staff	Issues relating to procurement and distribution of supplies

**External Contacts (specify purpose of significant contacts):**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Contractors, Suppliers	Request for quotations and other issues relating to supplies and contracts

**Minimum Required Education and Experience**

- A Diploma in Management Studies, Business Administration or any other equivalent qualifications.
- At least two (2) years' experience in purchasing in the government service.

**Authority:**

- Negotiate contracts within established limits for goods and services
- Certifies suppliers' invoices for payment
- Recommend purchasing policies and procedures
- Recommend acceptance or rejection of suppliers' proposals
- Recommend termination of suppliers' contract
- Prevent overlapping of contracts.

**Specific Conditions associated with the job**

- Visit suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on week ends