

Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the **Corporate Services Division, Public Procurement Branch**, Ministry of Health and Wellness.

Senior Public Procurement (GMG/SEG 1) (Band 7) (Vacant)
(Salary: \$3,501,526.00 per annum)

JOB PURPOSE

Reporting to the Senior Director, Public Procurement, the Senior Public Procurement Officer is responsible for coordinating and monitoring the functions of Procurement for the Ministry of Health & Wellness, its agencies and Non-Governmental Organizations (NGOs) in the provision of goods, services and works in accordance with Government Procurement Policies, Procedures and Guidelines. In addition, the incumbent is responsible to ensure the prompt clearing of goods from Ports of Entry.

KEY OUTPUTS

- Policies and procedures implemented;
- Goods, services and works procured;
- Procurement procedures reviewed and monitored;
- Tender notices and advertisements reviewed and approved;
- Evaluation Committee meetings coordinated;
- Contractual agreements negotiated;
- Monthly/Quarterly reports prepared and submitted;
- Individual workplan prepared.

KEY RESPONSIBILITY AREAS INCLUDES:

A. Management/Administrative

- Participates in the development of the Branches Operational Plan;
- Prepares individual work plan;
- Contributes to the development of Work Plans for direct reports;
- Collaborates with the Senior Director, Public Procurement in the preparation of the annual budget for the Procurement Branch;
- Coordinates procurement activities;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares and compile quarterly reports on activities undertaken;
- Prepares reports on emergency procurement of goods, services and works.

B. Technical Responsibilities

- Assists in the development of procurement policies, procedures and standards to support the procurement process in the Ministry;
- Reviews and monitors procurement procedures to ensure compliance;
- Assists in establishing Operational guidelines for Procurement Committee;
- Liaises with Divisions on procedures for maintaining inventory levels and reorder cycles;
- Reviews and approves requisitions;
- Receives specifications for the purchase of equipment etc;
- Reviews specifications in collaboration with the division requesting purchase;
- Ensures that financing is available and make arrangements for the issues of Letters of Credit, Bank drafts etc;
- Reviews and maintains an up-to-date list and information on suppliers;
- Coordinates delivery logistics with suppliers and clients;



- Monitors suppliers service levels and contract requirements and take appropriate action in cases of breaches;
- Monitors performance of equipment purchased in order to ensure that performance is consistent with the agreement between suppliers and the Ministry;
- Prepares correspondence to the Public Procurement Commission seeking approval or advice on specific activities;
- Reviews and approves Tender notices and advertisements, reports, RFQ and RFP prior to dissemination;
- Coordinates bid opening and closing;
- Monitors the preparation of Purchase Orders;
- Assesses quotes and makes recommendations of Awards of Contracts;
- Prepares tenders evaluation reports for submission to the Procurement Committee;
- Ensures that formal contractual agreements are adequately prepared;
- Ensures that all contracts are vetted and completed by the Legal Division;
- Negotiates contractual agreements for supply of goods;
- Monitors the performance of service providers, suppliers of goods and works;
- Keeps abreast of procurement procedures and ensure uniformity of procedures;
- Provides advice and guidance to the Regional Health Authorities (RHAs), agencies NGOs on procurement matters;
- Ensures the prompt clearing of goods from the Ports of Entry;
- Assesses procurement practices and implements ensures compliance to the procurement policies and guidelines;
- Ensures
- Conducts assigned team meetings and provides feedback to team regarding discussions/decisions made at committee meetings

PERFORMANCE STANDARDS

- Policies and procedures implemented and adhered to in accordance to the Government's Procurement Guidelines, FAA Act Sale of Good Act etc;
- Goods, services and works are procured in a timely manner;
- Procurement procedures reviewed and monitored in a timely manner;
- Tender notices and advertisements reviewed and approved in accordance with established guidelines;
- Evaluation Committee meetings coordinated as necessary;
- Contractual agreements negotiated in keeping with Government's standard Contracts Policy;
- Quarterly reports on activities prepared are accurate and comprehensive and submitted in the stipulated timeframe.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors' Degree in Management Studies/Business Administration or equivalent from a recognized tertiary institution;
- Training in Procurement Management;
- Three (3) years' experience in procurement of goods, services and works at the management level.

Kindly submit a cover letter and résumé along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than **Friday, November 15, 2024 to:**

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
10A Chelsea Avenue
Kingston 10
Email: jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest, but only those shortlisted will be contacted.