

Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Department of Government Chemist**.

Public Procurement Officer (GMG/AM 3) (Vacant)

Salary: \$2,190,302 per annum.

JOB PURPOSE

The Public Procurement Officer, under the general supervision of the Director, Public Procurement, assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Ministry. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica Procurement Guidelines and Procedures (Public Procurement Act 2015).

KEY RESPONSIBILITY

- Prepares Tender Notices and Advertisements;
- Prepares RFQ for goods, general services and minor works;
- Obtains Quotations/Tenders from appropriately qualified suppliers.
- Represents the Procurement Unit at Tender Closing and Opening Exercises, as Tender Officer
- Maintains Procurement records in good order, to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances and ensures that they are current at all times and takes responsibility for the safe keeping and return of all relevant documents.

Procurement Process Management

- Prepares and reviews technical specifications, in collaboration with stakeholders, refining Terms of Reference (ToR) and preparing request for proposals (REP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;
- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner, according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening, in strict accordance within mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all Wards and Departments, for the procurement of goods.

Vendor Management

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to office and medical equipment are being effected, as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicates results internally and externally, as necessary;
- Checks Invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains procurement records, such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Office Jamaica, to be zero-rated.

Procurement Reporting

- Monitors and reports on the procurement implementation status and progress, as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed contract awards, in a timely manner;
- Prepares reports of and for Procurement Meetings.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES TECHNICAL:

Technical:

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- knowledge of Government Procurement Procedures
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Tender Management
- Proficiency in the use of relevant computer applications (Microsoft Office)

Core:

- Sound integrity
- Good oral and written communication skills
- Good interpersonal relations
- Ability to work on own initiative
- Good people management skills
- Good problem solving and decision-making skills
- Good time management skills

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution
- Certification in public procurement (e.g. INPRI – Level 2-3/UNDP/CIPS etc.)
- Two (2) years Procurement experience, in a similar position

Applications with résumés are to be submitted **with post in subject line** no later than **Friday June 19, 2026** to:

**The Government Chemist
Hope Complex
Old Hope Road
Kingston 6**

Jobs@GovernmentChemist.com

We thank all applicants for their interest; however, please note that only short-listed candidates will be contacted.