



**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

BSJ Bureau of
Standards
Jamaica

The Bureau of Standards Jamaica, An Agency of the Ministry of Industry Investment & Commerce, is seeking to identify suitable candidates to fill the following position:

**Public Procurement Administrator
Public Procurement Unit
Pay Scale: \$1,711,060, - \$2,301,185**

Reporting Relations:

Reports to: Head, Public Procurement

Supervises:

1. none

Summary of Position:

The incumbent supports the execution of procedures for the timely and cost-effective procurement of services, equipment and materials on behalf of the Bureau of Standards Jamaica (BSJ), National Certification Body of Jamaica (NCBJ) and the National Compliance and Regulatory Authority (NCRA) as well as the maintenance of adequate controls and reporting procedures for proper and timely recording and reporting. (S)he also supports the Unit's Compliance with all relevant legislation and GOJ Procurement Policies, Regulations and Procedures, Agreements and generally accepted public/ethical policies in the procurement of goods and services for the BSJ, NCBJ and NCRA.

Major Duties and Responsibilities:

- Maintain logging system for incoming Purchase Requisitions and Invoices
- Prepare Purchase Orders for Suppliers
- Sort and dispatch Purchase Requisitions along with copies of the Purchase Orders to the relevant Branch
- Communicate with Responsible Officers for the collection and the status of Purchase Orders
- Assist with the communication on Withholding Tax Certificates using the Tax Administration Jamaica's portal
- Retrieve from file, Purchase Requisitions to match with invoices to be submitted for payment

- Liaise closely with Accounts Payables, internal and external customers regarding outstanding documentation requiring further processing
- Submit to the Executive Director's office, Purchase Requisitions and other related documents for approval and follow-up on their return
- Populate supplier evaluation ratings in the Supplier Evaluation Excel Worksheet and follow-up with Responsible Officers for invoices submitted without ratings
- Notify suppliers with "poor" or "unsatisfactory" performance ratings and conduct the appropriate follow-ups
- Participate in the bid opening process on the Ministry of Finance's e-procurement system or as needed
- Provide support in the absence of the Public Procurement Officer or as required
- Adhere to Quality Environment Management System (QEMS) requirements
- Perform any other duties requested by the Supervisor
- Draft Reports, spreadsheets, illustrations and other documents prepared
- Correspondence typed/composed
- Unit schedules prepared and maintained
- Travel schedules/reservations/appointments
- Meetings/events (including tender) arranged
- Minutes prepared for various meetings
- Calls, mail and visitors processed
- Purchasing and other pertinent records maintained
- Management/Administrative Responsibilities
- Manages the Head of Unit's calendar and arranges tentative schedules for Unit
- Plans for meetings; attends meetings and prepares and transcribes Minutes
- Makes travel and accommodation arrangements as required
- Answers the telephone, screens callers, and takes and relays messages
- Receives and responds to requests, inquiries and complaints from staff, other Units, organizations and the general public; refers persons to the relevant authorities where deemed necessary and follows through on the resolution of issues
- Composes and type correspondence, tender documents, purchase orders, directives, bulletins, schedules, agendas and other documents
- Researches and analyses data and prepares draft reports on routine matters or other informational or statistical materials required
- Prepares special and recurring Unit reports by gathering, compiling and typing data from
 - various sources
- Opens, sorts and screens mail for the attention of the Procurement Unit, and dispatches or drafts responses as appropriate
- Maintains the log and dispatch books for correspondence, packages, and other goods
- Orders office supplies for the Unit and maintains all associated records
- Liaises with the Administration Unit regarding office accommodation, physical facilities, and follows through on requests, complaints and concerns
- Sets up and maintains pertinent working files, and keeps correspondence and reports available for easy retrieval and efficient operation of the Unit
- Coordinates the flow of paperwork between the Procurement Unit and the various Units
- Professional /Technical Responsibilities:
- Assists with the preparation of tender/bid documents including Requests for Proposals

- (RFP) and Requests for Quotation (RFQ) to effect procurement
- Schedules and organizes bidders' conferences and public bid openings on behalf of the Procurement Officer
- Schedules and organizes the evaluation of tenders
- Assists in the organization of events and activities such as tender biddings and evaluations
Liaises with Service Providers and follows through on orders, requests, complaints and concerns received re purchases

Minimum Educational Requirements:

- First Degree in Business Administration/Management Studies/Accounting or any other related field
- Certification in the INPRI Procurement Series would be an asset
- Computer literate in Microsoft Office Suite

OR

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- Certification in the INPRI Procurement Series would be an asset
- Computer literate in Microsoft Office Suite

Experience:

- Minimum of two (2) years of working experience in a similar or administrative capacity

Knowledge, Skills and abilities:

- Working knowledge of PBMA and the FAA Act
- Excellent knowledge of Government Procurement Policy and other regulations
- Good interpersonal and communication skills
- Working knowledge of Microsoft Excel, Word and PowerPoint and an Accounting Software
- Strong analytical skills
- Ability to meet tight deadlines
- Keen eye for details
- Ability to work on own initiative
- Maintain confidentiality and integrity
- Sound knowledge of office practices and procedures
- Good knowledge of the organization's policies and operations
- Basic knowledge of purchasing principles and practices
- Basic knowledge of GOJ procurement regulations, policies and procedures
- Knowledge of record keeping and records/file management techniques

- Knowledge of the operation of standard office equipment, including photocopiers, fax machines
- Knowledge of relevant computer packages including spreadsheet, word processing, presentation
- Excellent shorthand/speedwriting and typing skills
- Excellent written and oral communication skills
- Good time management and organizing skills
- Good analytical skills
- Attention to details
- Good judgment

Applications must be submitted no later than

10 April 2026 at 4:00 p.m. by email to:

Manager, Human Resource Management & Development

Bureau of Standards Jamaica

6 Winchester Road

Kingston 10

Email: HRMD@bsj.org.jm