

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:

**Senior Public Procurement Officer (Not Vacant) -
Public Procurement Branch (Level 6)
Pay Scale: \$3,676,602, - \$4,944,621**

Reporting relationships:

Report to: Head, Public Procurement

Supervises: Public Procurement Officers, Public Procurement Administrator and Interns

Summary of Position:

The incumbent will assist in managing the procurement of goods, services and works in accordance with the relevant principles, policies, procedures and guidelines to ensure that: value for money; equity; competition; economy; integrity, fairness, efficiency and transparency is achieved.

Major Duties and Responsibilities:

- Prepare the master procurement plan annually for the organization in collaboration with Divisional Heads for goods, services, consultancies and works and monitors same
- Reference to Supervisor: Accept/Reject Contracts
- Review bid submissions before routing to Procurement Committee Attend and participate in monthly Procurement Meetings
- Liaise with internal/external customers, suppliers and prospective suppliers to secure the best deals as well as to ensure on time delivery of items procured
- Liaise with Custom Broker, Customs Officials, Shippers and Freight Handlers for the clearing of imported goods
- Review/Collate and submit for payment to Accounts Payable, invoices along with the relevant supporting documents
- Represent the Procurement Committee at public tender opening exercises
- Prepare monthly reports on activities of the Branch

- Keep track of the procurement process for each submission from preparation of tender
- reports to job completion and contract termination
- Advise, support and assist employees on all aspects of the procurement processes and procedures
- Advise on the reliability and performance of suppliers Participate in Quality Management Systems (QEMS) audits
- Maintain QEMS documentation such as Quality Plans and Risk Registers
- Prepare reports and provide data analysis for annual Management Reviews
- Participate in hiring, monitoring, performance evaluation and staff development of reports.
- Adequate furniture, equipment and other physical resources and office supplies, and outsourced services required for the execution of the BSJ's, NCBJ's and NCRA's responsibilities, procured
- Tender documents and procurement reports
- Purchasing records maintained
- Inventory records maintained
- Supplier listing maintained
- Reports (including progress) prepared and submitted
- Develops Unit plans and budgets to facilitate and support decision-making
- Prepares monthly and special reports on areas of responsibility
- Prepares reports on purchases of goods and services to be submitted to the Ministry of Finance, funding agencies and other relevant parties
- Recommends, institutes and maintains adequate purchasing and inventory control policies, procedures and levels to ensure proper and timely recording and reporting of the physical flows of all materials, equipment, supplies and services
- Monitors all procurement activities, identifies bottlenecks /problems and recommends strategies for increased efficiency and effectiveness
- Maintains systems and procedures for the accurate classification and coding of goods and services
- Continuously evaluates and maintains lists of qualified suppliers in keeping with the approved list from the Public Procurement Commission
- Promotes the building of institutional knowledge by ensuring that established systems and procedures are documented and disseminated
- Anticipates acquisitions and advice on priorities and allocation of resources
- Provides expert advice, briefings and support to the Head of Public Procurement and Senior Public Procurement Officer on matters pertaining to Procurement
- Facilitates the placement of advertisements as required, inviting bids, proposals, quotations or applications through the desired media, so as to ensure a reasonable opportunity to respond by all interested parties
- Prepares tender/bid documents including Requests for Proposals (RFP) and Requests for Quotation (RFQ) to effect procurement
- Organizes bidders' conferences and public bid openings where applicable
- Coordinates the evaluation of tenders and guides recommendations through approval

- Participates in the negotiation of purchasing agreements, credit arrangements and service
- Prepares and places orders and follows through on the delivery of goods and services
- Monitors re-order levels and coordinates stocktaking at appropriate intervals
- Prepares and monitors corporate contracts to ensure adherence to the requisite terms and conditions
- Ensure that terms and conditions of contract are met prior to submission of accounts
- Liaise with the Accountant to ensure timely processing of invoices
- Liaises with suppliers and assists in resolving discrepancies on a timely basis
- Prepares procurement reports and submissions to the Procurement Committee, Public Procurement Commission and Cabinet for approval as required
- Prepares and submits monthly, quarterly and annual procurement reports to the relevant authorities

Human Resource:

- Fosters teamwork and a harmonious procurement environment and promotes collaborative working across units
- Ensures that internal procurement training and other development needs of employees are adequately identified and addressed
- Recommends disciplinary action in keeping with established human resource policies
- Ensures that staff are provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively
- Attend to suppliers' queries regarding outstanding Withholding Tax Certificates and invoices
- Prepare minutes of the Internal Procurement Committee meetings and maintain proper files
- Assist with the review and dispatch/upload of Standard Bidding Documents onto the Ministry of Finance's e-procurement system
- Download and collate bids at bid closing date for submission to the Evaluation Committee
- Update the Ministry of Finance's e-procurement system at each stage of procurement
- Maintain a track record of each procurement from the start to completion
- Respond to suppliers seeking clarifications on procurement
- Notify successful/unsuccessful bidders of the outcome of the procurement
- Follow-up monthly with Directors/Managers regarding status of items already procured for input in the Procurement Status Report
- Follow-up on a quarterly basis with Directors/Managers regarding items to be procured based on the approved Procurement Plan
- Submit Arrival Notices and related shipping documents to the Custom Broker and follow-up with the timely clearing of items at the Port
- Prepare request for payment for custom duties, freight charges, etc.

- Provide support in the absence of the Public Procurement Administrator or as required
- Adhere to Quality Environment Management System (QEMS) requirements
- Any other duties requested by the Supervisor

Other Responsibility:

- Performs other related duties that may be assigned from time to time by the Head, Public Procurement

Unusual requirements/working conditions:

- Normal office environment
- Visit Suppliers to determine the quality of goods to be procured
- May be required to work beyond normal working hours and on weekends

Minimum Educational Requirements:

- A Bachelor's Degree from a recognized institution in Business Administration or equivalent OR
- Diploma in Business Administration/Public Administration/Management Studies/Accounting or any other related field
- Certification in the INPRI Procurement Series
- Computer literate in Microsoft Office Suite
- Professional qualification in Procurement/Purchasing and Inventory Management

Experience:

- At least Three (3) years' experience in purchasing with at least two (2) in the Government service

Knowledge, Skills and abilities:

- Working knowledge of PBMA and the FAA Act
- Working knowledge of Government Procurement Act, Policy, Procedures and other regulations
- Good interpersonal, communication and customer-service skills
- Working knowledge of Microsoft Excel, Word and PowerPoint and Accounting Software
- Ability to meet tight deadlines
- Keen eye for details
- Maintain confidentiality and integrity
- Excellent planning and organizing skills

- Sound analytical skills, judgment, and problem-solving skills
- Excellent negotiation skills
- Excellent written and oral communication, and presentation skills
- Skills in teamwork and collaboration
- Leadership and teambuilding skills
- High level of integrity
- Experience in analyzing stock movements and establishing re-order levels
- Good customer service attitude
- Proficient in Microsoft Office and applicable Accounting Software
- Good leadership and motivational skills
- Good analytical skills
- Ability to meet tight deadlines
- Keen eye for details
- Ability to work on own initiative

Technical:

- Excellent project management skills
- Sound inventory management skills
- Knowledge of estimating, budgeting, and scheduling practices
- Knowledge of purchasing principles and practices related to industrial and volume buying
- Sound Logistics Management skills
- Good Networking skills
- Proficiency in the use of computer programs, including computerized maintenance management software and MS Office suite.
- Sound knowledge of purchasing principles and practices related to industrial and volume buying
- Knowledge of preparation of tenders and negotiating contracts for goods and services

Applications must be submitted no later than

30 October 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