



Ministry of National Security

VACANCY NOTICE

Applications are invited for suitably qualified candidates to fill the post of:

DIRECTOR, PROCUREMENT (GMG/SEG 2) (NOT VACANT) CORPORATE SERVICES DIRECTORATE

SALARY SCALE: \$1,730,109.00 - \$2,056,555.00

TRAVELLING ALLOWANCE: \$707,448.00

JOB PURPOSE:

The incumbent is responsible for the planning and coordinating the systematic execution of procedures for the timely and cost effective procurement of goods and services on behalf of the Ministry and its Departments/Agencies in accordance with the relevant Government of Jamaica (GOJ) policies, procedures and standards.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- To manage the procurement of goods and services to ensure value for money in accordance with the relevant policies/guidelines
- To develop and maintain adequate controls and procedures to accomplish the proper and timely recording and reporting of the physical flows of all assets including materials and equipment
- To provide accurate and timely advice on procurement matters to all internal stakeholders, as well as provide reports to the relevant authorities as required
- To manage the acceptance of grants/gifts to the Ministry in keeping with established policies and guidelines.
- To manage the disposal of assigned government –owned vehicles in keeping with the Revised Comprehensive Motor Vehicle Policy for the Public Sector.
- To lead and manage the Unit in the achievement of the above strategic objectives.

SPECIFIC KNOWLEDGE & SKILLS

- Sound knowledge of government's procurement policies and procedures including:
 - preparation of tender documents
 - conducting tender openings
 - evaluating bids
- Sound knowledge of supplies and inventory analysis;
- Sound knowledge of contract management;
- Excellent knowledge in purchasing techniques and principles related to industrial and volume buying;
- Excellent report writing skills;
- Well developed critical thinking, analytical and problem solving skills;
- Working knowledge of the Finance, Administration and Audit Act (FAA Act);
- Ability to manage limited resources in order to achieve outputs;

- Ability to develop and maintain good interpersonal relationships with internal and external stakeholders;
- Computer Literacy – especially Microsoft Excel, Word

MINIMUM REQUIRED QUALIFICATION & EXPERIENCE:

- Bachelors Degree in Management Studies/Public Sector Management or equivalent qualification and training;
- At least three (3) years experience in procurement in the government service including preparation of tenders and negotiation of contracts for goods and services;
- Training in GOJ Procurement Policies and guidelines would be a distinct asset.
- Experience in analyzing asset movements and inventory management.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, December 8, 2017** to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Please note that we thank all for responding but only shortlisted applicants will be contacted.