

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Public Procurement Officer**

##### **Job Summary**

Under the direct supervision of the Senior Public Procurement Officer, the Public Procurement Officer, is responsible for conducting research, checking, verifying and maintaining records of all goods and services procured and delivered to the Divisions/Units.

##### **Major Responsibilities**

1. Requests Pro-forma Invoices from reputable suppliers.
2. Liaises with internal/external customers to ensure efficiency in the delivery of goods.
3. Assists the Finance and Accounts Division with the necessary information as it relates to payments and reconciliation of accounts.
4. Contacts suppliers to deliver goods; collects and prepares documents for the signature of the Senior Public Procurement Officer.
5. Ensures goods procured are of quality and are obtained at the lowest prices.
6. Collects items and checks to ensure that the precise quality and quantity of goods are received as per the Purchase Order and according to specification.
7. Follows-up on payment after goods are received in satisfactory condition and as per Purchase Order.
8. Ensures that purchases are made within the Procurement Guidelines.
9. Investigates suppliers' performance, capabilities and the competitiveness of the prices.
10. Liaises with the Manager, Office Services in the preparation and issuance of Purchase Orders.
11. Assists in the process of initiating the clearance of advances regarding the procurement of goods.
12. Follows-up on orders until payments are made.
13. Inspects goods with Officers for whom furniture and equipment are procured.
14. Performs any such other related tasks, functions or duties as may, from time to time, be assigned by the Director, Corporate Service or Senior Public Procurement Officer.

## **Minimum Required Qualifications and Experience**

- Associate/Diploma/Certificate in Public Administration/Management Studies;
- Sound knowledge in Government Procurement procedures and Financial Regulations;
- or
- Training in Procurement and Supplies Management;
- Three (3) years' experience in Procurement;
- Two (2) years' experience in Administration.

## **Other Desirable Qualifications & Experience that would be an asset**

- International Procurement Institute (INPRI) Level 4

## **Desired Skills & Competencies**

- Good Oral and Written Communication skills
- Excellent Planning and Organizing skills
- Good Time Management skills
- Good Interpersonal skills
- Ability to work in a team
- Ability to work on own initiative

## **Specific Knowledge**

- Good knowledge of the stipulations of the Financial Administration and Audit (FAA) Act
- Good knowledge of the Procurement guidelines
- Proficient in relevant software applications

## **Working Conditions**

- Typical office environment.
- Regular and scheduled hours.

## **EMOLUMENTS PACKAGE**

Basic Salary: \$2,478,125.00 per annum

## **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

## **STATUTORY DECLARATION OF ASSETS**

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

**Friday, April 5, 2024, at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted. Please be advised that the successful candidate will be subjected to background checks.**