

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Senior Public Procurement Officer

Job Summary

Under the supervision of the Director, Corporate Service the Senior Public Procurement Officer is accountable for the effective and efficient procurement of goods and services for the Commission in order that the organization achieves its Mandate, Mission and Vision in a sustainable manner.

Major Responsibilities

1. Participates in the Strategic Planning process for the Corporate Service Division; resulting in the annual Division's Strategic Plan and Budget aligned to the Commission's Strategic Plan.
2. Develops, in conjunction with the Director Corporate Service, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Contributes to the constant review and improvement of the Procurement Process, monitor performance and recommend changes where necessary to achieve agreed objectives.
4. Plans and implements the procurement of goods and services for the Commission in accordance with GOJ Procurement Guidelines and the Entity's Procurement Policy.
5. Constantly evaluates prospective and existing suppliers to ensure they meet the Entity's needs, and also ensuring that the Integrity Commission gets value for money for products and services purchased.
6. Maintains log of the procurement activities carried out by the Entity and review all records of purchased goods including their costs, deliveries and inventories.
7. Processes Purchase Requisitions and checks requisitions for completeness including the correct approval levels.
8. Liaises with the Manager, Office Services, in the preparation of Purchase Orders for procurement of goods; submit for approval to selected supplier.
9. Liaises with suppliers to ensure timely delivery of goods and to address any issue that may arise in relation to the procurement of goods and services.
10. Plans and executes the tender process for large procurement contracts as per Integrity Commission's procedures and GOJ Procurement Policies and Guidelines.
11. Liaises with Finance & Accounts Division to ensure timely payment to suppliers for goods and services provided to the Commission.

12. Performs any other related tasks, functions or duties as may, from time to time, be assigned by the Director, Corporate Services.
13. Prepares timely and accurate management report covering the procurement process lifecycle of significant purchases.
14. Contributes to the preparation of the Corporate Services Division's monthly performance; then participate in the monthly Divisional Team Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Management Studies/Operations Management or equivalent qualification.
- Formal Training in GOJ Procurement Policies and Guidelines.
- International Procurement Institute (INPRI) Level 4 certification
- At least two (3) years' experience doing a similar job in the Procurement environment.

Or

- Diploma in Accounting, Business Administration or any related field;
- Certificate in Public Procurement UNDP/CIPS Level 3 or INPRI Level 4
- Seven (7) years related work experience in the procurement of goods and services

Other Desirable Qualifications & Experience that would be an asset

- Master Degree in Public Procurement

Desired Skills & Competencies

- Readily anticipates and solves problems and takes advantage of opportunities.
- Shares the Integrity Commission's values, mission and vision.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Effectively manages continuity, change and transition
- Well-developed oral and written communication skills.
- Excellent report writing and record keeping skills.

- Competence in the use of Microsoft Office Suite and GOJ Electronic Procurement System.
- Excellent negotiation skills.
- Ability to establish and meet deadlines.
- Meticulous and accuracy in work product.
- Exercise the highest level of integrity and confidentiality.
- Good judgment, analytical and problem-solving skills.
- Excellent interpersonal and social skills.

Specific Knowledge

- Working knowledge of GOJ Procurement Guidelines.
- Knowledge of the Integrity Commission Act.

Working Conditions

- Typical office environment, however, some travel required.
- Irregular hours from time to time

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Basic Salary: \$ 4,266,270.00 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 18, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

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

Or email: 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.