



Ministry of Industry Investment & Commerce

Jamaica's **Business** Ministry

April 20, 2026

CAREER OPPORTUNITY

The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the following position in the Corporate Services Division, Public Procurement Branch.

SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1) – VACANT

Salary: \$3,501,526 per annum

JOB PURPOSE

Under the direct supervision of the Director 2 – Public Procurement (GMG/SEG 2), the Senior Public Procurement Officer (GMG/SEG 1), conducts research to ensure goods and services required by the Ministry are procured and delivered as requested, in accordance with Government of Jamaica Public Procurement Act 2015.

KEY OUTPUTS

- Prices of goods and services researched
- Suitable and registered suppliers sourced
- Quotations requested
- Payment, Commitment Vouchers and Invoice Orders prepared and payment made
- Suppliers performance, capabilities and the competitiveness of the prices investigated
- Records maintained
- Goods and services procured
- Advances cleared
- Goods delivered

KEY RESPONSIBILITIES:

MANAGEMENT/ADMINISTRATIVE

- Prepares contracts
- Coordinate public procurement tender closing and opening exercise
- Review tender evaluation reports
- Assess quotations and make recommendation for award
- Prepares addenda to tender documents

- Ensures that all procurement contracts are reviewed by the Legal Department
- Maintain contract register
- Prepares Procurement Plans for the organization
- Maintain database with current cost and location of goods, works and services and establish links with ones in other government agencies
- Assist with negotiation with suppliers/contractors to obtain best prices and value for money
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Maintain data file with Government of Jamaica Procurement procedures
- Provides liaison services between the PPC, the Ministry of Finance, and Ministry's representatives
- Updates contract information on GoJep (close out)
- Prepare tender reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM
- Prepares Quarterly Contracts Award (QCA), Procurement Reporting System (PRS) and Cost Overruns and Variation (CCOV) Reports;
- Keep track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination
- Advises, supports and assists employees on all aspects of the procurement process and procedures
- Ensures that Procurement Committee and Organization Sector Committee Submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintain
- Assist the Director, Procurement or Director, Office Management and General Services on suppliers reliability/suitable and performance
- Provides guidance to Internal/External customer on the Ministry's procurement policies and procedures
- Develops priority settings for the client
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered"
- Ensures that procurement practices conform with the relevant Acts
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner and withhold tax certificates dispatched;
- Establishes and maintains an inventory listing of equipment bought etc.
- Advises on the reliability and performance of suppliers

Other Responsibilities:

- Performs any other duties as directed by the head of the Division
- Attends meetings of Procurement and Contracts Committee in the absence of the Director, Procurement

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any related field
- Certificate in Public Procurement : UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement : UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 3 years

OR

- Diploma in Business Administration, Accounting or any related field
- Certificate in Public Procurement : UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

KEY COMPETENCIES

Core:

- High levels of integrity
- Good oral communication skills
- Good written communication skills
- Ability to work as a team
- Ability to work on own initiative
- Good interpersonal skills
- Good problem solving and decision-making skills
- Good time management skills

Technical:

- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Knowledge of Supplies Management
- Sound Knowledge of Tender Management
- Proficiency in the relevant computer applications

DIMENSIONS, AUTHORITIES AND DECISION MAKING

- Certifies suppliers' invoices for payment

SPECIAL WORKING CONDITIONS ASSOCIATED WITH THIS JOB

- Exposure to highly confidential and sensitive information
- Visit suppliers to determine the quantity of goods to be procured
- May be required to work beyond normal working hours and on weekends

**Applications accompanied by resume should be submitted no later than
Friday, April 24, 2026 to:**

**The Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue, Kingston 5
Email: hrm@miic.gov.jm**

We appreciate your responses; however only short-listed applicants will be contacted.