



THE OFFICE OF DISASTER PREPAREDNESS & EMERGENCY MANAGEMENT

The island's disaster management agency the **Office of Disaster Preparedness & Emergency Management (ODPEM)**, is seeking individuals to join its team in the capacity of:

1. Director Public Procurement (GMG/SEG 2)
2. Procurement Officer (**GMG/AM 3**)
3. Senior Secretary (OPS/SS 3) – Reporting to the Senior Director Corporate Services
4. Senior Secretary (OPS/SS 3) – Reporting to the Deputy Director General
5. Driver (LMO/DR 2)
6. Projects Officer (GMG/SEG 1)

1. Director Public Procurement (GMG/SEG 2):
Salary range \$1,927,065.00 - \$2,290,674.00

JOB PURPOSE:

Under the direct supervision of the Senior Director, Corporate Services, the Director, Public Procurement has the responsibility to ensure that goods and services required by the organisation are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

MAIN FUNCTIONS:

- Provides advice to the (Senior) Director, Corporate Services, other Directors and Managers on procurement policies and procedures
- Participates in the operational plan and work programmes
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Prepares/ Reviews policies and procedures for the entity
- Evaluates the performance of the Procurement Process along with the Head of the Division and Committee members.
- Act as eProcurement Coordinator and Lead Evaluator
- Coordinate and conduct procurement compliance reviews
- Coordinate and conduct organization procurement training seminars/workshops.
- Coordinate reports for submission to the MOFP, OCG, PPC and Cabinet
- Ensure that tender documents are prepared in accordance to GOJ standards, disseminated timely and accurately.
- Monitor the organization's procurement activities to ensure conformity to the Procurement Plan
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, monitoring and coaching.
- Ensure the welfare and development needs of skill in the Division/Unit are clearly identified and addressed.

CORE COMPETENCIES

- Excellent leadership and interpersonal skills
- Good customer relations skills
- Excellent oral and written communication skills
- Excellent problem solving and negotiation skills

FUNCTIONAL (TECHNICAL) COMPETENCIES

- Sound knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the FAA Act
- Sound Knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Preparation
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application software

REQUIRED EDUCATION /EXPERIENCE:

- B. Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- Diploma in Accounting, Business administration or any related fields
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Seven (7) years related work experience in procurement of goods and services

2. Procurement Officer (GMG/AM 3):

Salary range \$1,125,513.00 - \$1,337,881.00

JOB PURPOSE:

Under the direct supervision of the Director 2, Public Procurement, the Public Procurement Officer is to assist in the procurement process required for the acquisition of goods and services essential for the operations of the organisation. The incumbent will ensure that all procurements are conducted in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

MAIN FUNCTIONS:

- Prepare Tender Notices & Advertisements
- Prepare RFQs for goods, general services and minor works
- Obtain quotations/tenders from suitably qualified suppliers
- Represent Procurement Unit at Tenders openings and closing exercises as Tender Officer
- Maintain procurement records
- Prepare Quarterly Contract Awards Report (QCA)
- Maintain database of all bonds and insurances
- Prepare and review technical specifications in collaboration with stakeholders and prepare requests for proposal and bid documents

- Review and evaluate proposals and bids and assist with the process of engaging consultants and suppliers
- Manage the advertising process for procurement
- Maintain a database of vendors and suppliers
- Monitor, gauge and report on vendor performance, .i.e., delivery time etc.
- Monitor and report on procurement implementation status
- Prepare reports of and for procurement meetings

CORE COMPETENCIES

- Integrity
- Communication skills
- Interpersonal Relations
- Team work and cooperation
- Initiative
- People management
- Problem solving and decision making skills
- Time management skills

FUNCTIONAL (TECHNICAL) COMPETENCIES

- Knowledge of the Government Public Procurement Act 2015 & Regulations
- Sound knowledge of the FAA Act
- Ability to evaluate and research technical proposals and recommend contracts for awards
- Knowledge of office management principles, practices and procedures
- Knowledge of accounting practices as applied to government procurement
- Knowledge of computer application software

REQUIRED EDUCATION /EXPERIENCE:

- Diploma in Public Administration, Accounting, Management Studies or other related field
- Three (3) years procurement experience in a similar position

3. Senior Secretary (OPS/SS 3) – Reporting to the Senior Director Corporate Services; Salary Range: \$992,914.00 – \$1,097,055.00 per annum

JOB PURPOSE

Under the general supervision of the Senior Director Corporate Services, the incumbent is directly responsible for performing all secretarial duties in the division and in particular is responsible for accessing the material resources needed for the proper functioning of the Division, for ensuring the preparation of documents such as reports, minutes and correspondence, and for maintaining proper office procedures for the office of the Senior Director, the Division in general.

CORE FUNCTIONS

- Manage the daily operations of the office of the Senior Director Corporate Services
- Assisting with the compilation of monthly, quarterly and special reports for the Division;
- Prepares correspondence, documents and reports
- Logging and routing of incoming and outgoing documents
- Maintains an appropriate filing system
- Submitting a monthly work report to the Senior Director Ensuring that Heads of sections submit monthly reports by the last Friday of each month;
- Preparing minutes of such meetings in a timely manner

- Ensuring that adequate supplies Such as stationery are always in Stock for the Division's use;
- Maintaining a daily diary of appointments for the Senior Director, Corporate Services, and ensuring that it is kept up-to-date.
- Answering and routing of telephone calls
- Attend and participate in unit, staff, management, committee and other meetings as required

CORE COMPETENCIES

- Oral & Written Communication
- Planning & Organizing
- Problem Solving & decision-Making
- Integrity
- Initiative
- Interpersonal
- Use of Technology

FUNCTIONAL COMPETENCIES

- Knowledge of Secretarial/Office Procedures
- Knowledge of Administrative Management
- Report Writing Skills

MINIMUM QUALIFICATION AND EXPERIENCE

- CPS Accreditation Diploma in Secretarial Science from a recognized institution.
- Five (5) GCE/CXC subjects including English Language.
- Four to five (4-5) years general office experience
- Typewriting - 50 - 55 words per minute
- Shorthand - 100 - 120 words per minute
- Knowledge of Microsoft Suite; knowledge of Microsoft Project would be an asset.

4. *Senior Secretary (OPS/SS 3) – Reporting to the Deputy Director General; Salary Range:\$992,914.00 – \$1,097,055.00 per annum*

JOB PURPOSE

The incumbent will provide administrative and secretarial support services to the Deputy Director General and other Managers and Officers within the Division. Execution of the job requires working with minimum supervision and a high level of initiative. Job function includes handling of confidential information, interacting with public and private sector agencies to request and clarify issues relating to the work of the department, compiling reports, scheduling and coordinating logistics for meetings, responding to routine correspondence, visitors and telephone calls.

The incumbent will be required to have a good knowledge of the organisation and subject matter, functions and work programmes of the office.

CORE FUNCTIONS

- Manage the daily operations of the office of the Deputy Director General
- Assisting with the compilation of monthly, quarterly and special reports for the Division;
- Ensuring that adequate materials and equipment are available for use in the NEOC during operations;
- Liaising with media houses and other relevant stakeholders
- Prepares correspondence, documents and reports
- Maintains an appropriate filing system

FUNCTIONAL COMPETENCIES

- Thorough knowledge of modern office practices and procedures.
- Knowledge of Administrative Management
- Report Writing Skills

CORE COMPETENCIES

- Excellent interpersonal/customer service skills
- Excellent communication skills (both oral and written)
- High level of confidentiality and discretion.
- High level of initiative and ability to work with very little supervision

MINIMUM QUALIFICATION AND EXPERIENCE

- CPS Accreditation Diploma in Secretarial Science from a recognized institution.
- Five (5) GCE/CXC subjects including English Language.
- Four to five (4-5) years general office experience
- Typewriting - 50 - 55 words per minute
- Shorthand - 100 - 120 words per minute
- Knowledge of Microsoft Suite; knowledge of Microsoft Project would be an asset.

5. Driver (LMO/DR 2) – Salary per annum: \$733,096.00

JOB PURPOSE

Under the supervision of the Administrator, is responsible for undertaking general transportation/haulage assignments using pickup trucks as well as trucks not exceeding 10 tons; (ensuring timely and adequate maintenance of the vehicles; maintaining the vehicle's daily assignments record log book, and compiling reports concerning the operations of the vehicle), when required by the Administrator. Reporting promptly, details of any accidents in which the vehicle may be involved.

CORE FUNCTIONS

- Maintaining the fleet vehicles in immaculate conditions at all time.
- Checking of vehicle before use to ensure proper functioning
- Provide written reports on vehicles that are defective or have developed mechanical problems.
- Inspect vehicles to ensure that repairs are properly done;
- Ensuring that the vehicles are licensed and certified as road-worthy at all times.
- Timely pickup of officers and equipment for assignments.
- Proper management and maintenance of daily assignment log book.
- Exercise proper fuel management practices.
- Promptly report all accidents to the relevant authorities.
- Effects minor mechanical repairs to vehicle as required.
- Ensuring the security and safe-keeping the vehicles, accessories and tools
- Monitor relief supplies and other items that are being transported.

CORE COMPETENCIES:

- Oral and written communication skills
- Customer service skills
- The ability to work as part of a team
- Sound ethical standards and values

FUNCTIONAL COMPETENCIES:

- The ability to operate a motor vehicle
- Possession of a general (Open) Driver's License
- Geographical knowledge of Jamaica
- Knowledge of the use and maintenance of a gas card
- Basic mechanical skills would be an asset.
- The ability to understand and carry out instructions
- Be available for twenty-four hour standby during normal operations and emergencies

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Grade nine level education or equivalent
- At least three (3) years experience of driving trucks/vans.
- Experience/knowledge of vehicle maintenance and repairs.

6. Projects Officer (GMG/SEG 1) - Salary Range: \$1,502,063.00 - \$1,785,481.00

JOB PURPOSE:

Under the supervision of the Senior Director Projects Development, Implementation, Monitoring & Evaluation, the Projects Officer will assist in the development of projects from identification through pre-feasibility, feasibility, design and monitoring of projects during implementation.

MAIN FUNCTIONS:

- Contribute to the development of a portfolio of programmes/projects that are consistent with the Government's disaster risk management objectives.
- Provision of advice to facilitate preparation/selection of technically sound and feasible projects for optimal use of external and Government counterpart development funds
- Contribute to the timely implementation of projects by undertaking activities aimed at ensuring effective monitoring.
- Contribute to the collective effective performance of the Projects Implementation and Monitoring Division.

CORE COMPETENCIES

- Communication skills, both orally and in writing
- Leadership and coaching skills
- Team-building skills
- A proactive, flexible work attitude
- Problem solving and decision making skills
- Strategic in approach
- Negotiation skills/Managing external relationships

FUNCTIONAL COMPETENCIES

- Project management skills
- Project management tools & techniques
- Knowledge of risk management

REQUIRED EDUCATION /EXPERIENCE:

- BSc, Management Studies, Business Administration, Development Studies or Project Management.
- At least three (3) years related experience

Interested persons may send in their applications including cover letter and resume no later than **June 24, 2019** to the: -

*Director of Human Resource Management
Office of Disaster Preparedness & Emergency Management
2 – 4 Haining Road
Kingston 5*

Please note that responses will be sent to short-listed applicants only.