



**MINISTRY OF EDUCATION & YOUTH**  
**CENTRAL MINISTRY**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Public Procurement Clerk
<b>JOB GRADE:</b>	PIDG/ RIM 1
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Corporate Services/ Procurement
<b>REPORTS TO:</b>	Director Public Procurement
<b>MANAGES:</b>	N/A

**Job Purpose**

Under the general supervision of the Director Public Procurement, the Public Procurement Clerk is responsible for providing clerical and administrative support to the Procurement Section by preparing payment vouchers and requests for tax waivers and exemptions; maintaining files; and assisting in the tender and pre/post bidding process

**Key Outputs:**

- Purchase Order prepared
- Tender documents disseminated
- Bid Register managed
- Updated Filing System maintained
- Purchase Order database maintained
- Individual Work plan developed

**Key Responsibility Areas:**

**Technical/Professional Responsibilities:**

- Prepares Purchase orders for goods and service;
- Tender documents disseminated

- Represents the Procurement Branch at tender closing and opening exercises as recording clerk;
- Seals tender boxes at stipulated deadlines;
- Ensures Tenderers sign Bid Receipt register;
- Receives and attends to queries of customers and visitors;
- Maintains filings system for the Procurement Branch;
- Dispatches purchase order to suppliers;
- Maintains outstanding purchase order database;
- Liaises with the key stakeholders of the service for outstanding purchase orders;
- Performs other job-related duties assigned from time to time by the Director.

**Performance Standards:**

- Bidding process are in keeping with Procurement Regulations
- Tender documents issue in appropriate timeframe in keeping with Procurement Regulations
- An up to date filing system maintained;
- Queries of customers/visitors/callers to the unit are received and referred/attended to in a timely manner using effective communication technique.
- Response to routine matters are prepared and dispatched in a timely manner.
- Timely and efficient advice and assistance is given to schools re documentation for waivers
- Waiver letters and GCT exemptions for Schools are prepared in a timely manner in keeping with policies and procedures
- Payment vouchers are verified, prepared and submitted and follow-up action taken as required
- Files of furniture contracts are maintained and up-to-date
- Efficient, effective and timely assistance and support is provided to the Section in carrying out its procurement functions

**Internal and External Contacts (specify purpose of significant contacts):**

**Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Finance & Accounts staff	Re payment of suppliers
Staff members	Re request for procurement

**Contacts external to the organisation required for the achievement of the position objectives:**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Furniture contractors	Re status of NCC and TCC
Schools/Ministry of Finance	Re request for and the granting of waivers
Customs	Re validity of waiver letters
Independent Schools Unit	Re registration
suppliers	Re providing and or receiving information

## **Required Competencies:**

### **Core**

- Ability to establish and maintain effective working relationships with other employees, suppliers and the public
- Ability to communicate effectively orally and in writing
- High levels of professionalism and integrity
- Problem solving and analytical skills
- Attention to detail and accuracy

### **Technical**

- Working knowledge of the Government of Jamaica Public Sector Procurement Policy and Procedures and of the Financial Administration and Audit (FAA) Act
- Skill in operating a personal computer utilizing Microsoft Office Suite

### **Minimum Required Education and Experience**

- Diploma in Business Administration/Management Studies/Accounting or any other related field with At least 1 year(s) of working experience in the related field

### **Authority:**

- N/A

### **Specific Conditions associated with the job:**

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;