



**CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
COURT ADMINISTRATION DIVISION**

JOB TITLE:	Public Procurement Clerk
JOB GRADE:	PIDG/RIM 2/Band 4
DEPARTMENT/DIVISION:	Court Administration Division
BRANCH	Administrative Services Branch
REPORTS TO:	Senior Public Procurement Officer
ACCOUNTABLE TO:	Senior Public Procurement Officer
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

1. STRATEGIC OBJECTIVES OF THE DIVISION

TBD

2. JOB PURPOSE

Under the leadership and direction of the Senior Public Procurement Officer, the Public Procurement Clerk is responsible for providing the necessary clerical and administrative support in the issuing of tenders and the pre/post Bidding process for an assigned region⁶⁰ of the Judiciary in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

3. KEY OUTPUTS

- Tender documents disseminated
- Tender processes supported
- Purchase orders prepared and submitted
- Research conducted and information compiled
- Record-keeping processes and systems maintained.
- Reports and other documents produced and submitted
- Meetings attended

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Disseminates tender documents
- Represents the Public Procurement Section at tender closing and opening exercises as recording clerk
- Seals tender boxes at stipulated deadlines
- Ensures Tenderers sign Bid Receipt Register
- Conducts research on suppliers, prices, and other tender processes, and compiles information.
- Prepares and submits Purchase Orders
- Prepares and submits reports of tender processes and other activities.
- Maintains record-keeping processes and systems for the Public Procurement Section

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section.

⁶⁰ A Region constitutes all courts in three to four parishes island-wide or a combination of the Supreme Court, Court of Appeal and the CAD.

- Participates in meetings, seminars, workshops and conferences as required.
- Prepares reports and programme documents as required.
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

5. PERFORMANCE STANDARDS

- Bidding processes are carried out effectively in keeping with Procurement Regulations.
- Tender documents issued in the appropriate timeframe in keeping with Procurement Regulations.
- Purchase orders are accurately prepared and submitted in a timely manner.
- Clerical functions carried out in a timely manner.
- Pertinent research is conducted effectively and information is disseminated in a timely manner.
- Reports and documents are accurately produced and submitted in a timely manner and in the required format.
- Up-to-date filing system accurately maintained in a timely manner.
- Queries of customers/visitors/callers to the unit are courteously received and referred/attended to in a timely manner using effective communication techniques.
- Response to routine matters is prepared and dispatched in a timely manner.
- Meetings attended as required.
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. AUTHORITY

- N/A

7. INTERNAL AND EXTERNAL CONTACTS (specify purpose of significant contacts)

Internal Contacts

Contact (Title)	Purpose of Communication
Director – Public Procurement Senior Public Procurement Officer	• Provide advice and contribute to decision making. • Identify emerging issues/risks and their implications, and propose solutions. • Receive guidance and provide regular updates on key Public Procurement issues and priorities.
General Staff	• Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
MOJ	• Develop and maintain effective relationships. • Receive expert advice; and provide and exchange information. • Liaise on key Public Procurement issues.
MDAs	• Develop and maintain effective relationships/partnerships. • Liaise on key Public Procurement issues
Ministry of Finance & Public Service -PXPC -Public Procurement Commission	• Develop and maintain effective relationships. • Receive expert advice; and provide and exchange information. • Liaise on key Public Procurement issues.
Contractors, suppliers and providers of services	• Monitors TOR for goods and services and related interventions. • Exchange of information.
General Public	• Collaborate on matters, exchange information, provide advice and seek feedback.

8. REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills

- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of Government Public Procurement guidelines and procedures.
- Excellent knowledge of contract administration.
- Ability to research and evaluate technical proposals and recommend contracts for award.
- Knowledge of office management principles, practices and procedures.
- Excellent knowledge of accounting practices as applied to procurement procedures.
- Working knowledge of computer applications.
- Working knowledge of relevant computer systems and their applications.

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.