

VACANCY NOTICE

PROCUREMENT OFFICER I MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

The Government of Montserrat is inviting applications from suitably qualified persons for the post of **PROCUREMENT OFFICER I** within the Ministry of Finance and Economic Management.

JOB PURPOSE:

To provide administrative support to the Procurement Unit in achieving its mandate.

Key Responsibilities will include:

- Providing administrative support to the Secretary/Chief Procurement Officer of the Public Procurement Board:
 - assisting in preparations for Public Procurement Board meetings
 - disseminating notifications and decisions of the Board
 - recording and filing Ministry/Department tender enquiries
- Assisting with the preparation of materials for training to procuring entities in procurement methods and other relevant issues;
- Assisting in the delivery of training sessions as required;
- Providing relevant advice to clients on procurement matters;
- Assisting in the preparation of relevant procurement reports for publishing in accordance with the Public Finance Management and Accountability (Procurement) Regulations;
- Assisting in the research and collating of information and preparation of appropriate reports required by the Financial Secretary;
- Maintaining reports on activities of the Departmental Tenders Committee;
- Updating procurement records and databases to include performance of contractor and suppliers;
- Updating websites and other media with publications of all relevant procurement reports and notices;

- Drafting of responses to queries and correspondences;
- Maintaining the units personnel files
- Maintaining relevant databases for the unit.

Qualifications and Experience

The candidates should:

- Have at least three (3) years' experience at the Senior Clerical Level, with responsibility for managing finances or procuring stores and assisting with research or report preparations.
- Have a Certificate in Business Administration or Public Administration or law;
- Have Certification in Procurement through the Chartered Institute of Purchasing & Supply (CIPS) would be an asset;
- Be knowledgeable of Government of Montserrat's stores procedures or procurement legislation;
- Be knowledgeable of Government of Montserrat Services;
- Have training or be knowledgeable of procurement and contract administration principles and practices;
- Be experienced in working as a team on complex projects;
- Have the ability to communicate with a wide range of people; good verbal, written and presentation skills;
- Have a good working ability of Microsoft office Suite, Word, Excel, PowerPoint, Access;
- Have Time management/organizing skills;
- Have the ability to pay attention to detail;
- Be a good team player;
- Have Policy research techniques;
- Have an interest in furthering a career in procurement

Terms of Appointment

Appointments will be made on a Permanent basis.

Remuneration Package

Basic Salary is in the scale R28 – 22 i.e. EC \$3,345.00 (per month) to EC \$4,116.00 (per month) or EC \$40,248.00 (per annum) to EC \$49,392.00 (per annum) - Taxable

HOW TO APPLY

Application forms can be obtained from the Government of Montserrat's website at www.jobs.gov.ms or by contacting the Human Resource Management Unit, Brades, Montserrat by e-mail to jobs.hrmu@gov.ms or by telephone at (+664) 491-2365/2444 or by fax at (+664) 491-6234. Certified copies of qualifications, as well as the names and letters of two referees must be submitted with your application.

Completed application forms must be returned to the Human Resource Management Unit either by email, or by fax or by ordinary mail. These should be addressed to the Chief Human Resources Officer, Human Resource Management Unit, P.O. Box 292, Government Headquarters, Brades, Montserrat by **Friday February 21, 2014**.