

# VACANCIES

## FIELD OFFICER

Applications are invited from suitably qualified persons to fill the position of **FIELD OFFICER**.

Reporting to the Compliance Supervisor the Field Officer provides support and engages in field related activities designed to enhance the delivery of service, improve customer awareness, increase compliance rates and expand the revenue base of the Agency.

### **Responsibilities include:**

- ✓ Identifying non-compliant entities in all geographical areas assigned and executes agreed activities to improve compliance.
- ✓ Performing customer service functions in assisting companies and businesses comply with legislation and agency rules.
- ✓ Participating in the marketing and public education drive of the Agency designed to improve the quality of customer service delivery and strengthen the revenue base of the Agency.
- ✓ Liaising and collaborating with the Compliance Supervisor in coordinating activities including "mobile" visits and remedying incorrect/incomplete registration documents.
- ✓ Submitting reports within the established timelines to assist in the decision-making process of the Unit and the Agency.

### **Ideally applicants should have:**

**Academically:** At least a Diploma in Paralegal Studies and/or an Associate Degree in Business Studies

**Experientially:** At least one year's related working experience

**Skills:**

- Driving skills as evidenced by a valid Driver's License
- Knowledge of the Business Names & Companies Acts
- Basic knowledge of civil action proceedings
- Effective organisational, time management and decision-making skills
- Sound knowledge of the island's geography
- Effective customer service & communication skills
- High professional and ethical standards
- Working knowledge of relevant computer applications

Applicants should also own and/or operate a motor vehicle.

## HEAD, PUBLIC PROCUREMENT

Applications are invited from suitably qualified persons to fill the position of **Head, Public Procurement**.

Reporting to the Director: Finance, Risk & Asset Management the Head, Public Procurement has the responsibility to ensure that goods and services required by the Agency are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act and Regulations.

### Responsibilities include:

- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of procurements guidelines and procedures are complied with.
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage.
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and /or services.
- Oversees the tendering and contract award processes.
- Evaluates the performances of the Procurement Process along with Director, Finance, Risk and Asset Management and Committee members
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner.
- Prepares and submits reports to the Ministry of Finance & the Public Service for all goods purchased by the Agency inclusive of costs and locations supplied.
- Prepares/ Reviews procurement policies and procedures for the Agency.

### Applicants must have:

- 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
- 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
- Five (5) years related work experience in procurement of goods and services

**OR**

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

## **ADMINISTRATIVE ASSISTANT**

Reporting to the Deputy CEO, the Administrative Assistant provides specific administrative support by conducting research, preparing statistical reports, handling information requests, and performing other functions such as preparing correspondence, transcribing minutes, receiving visitors, and arranging for meetings.

### **Responsibilities include:**

- Prepare or process correspondence, reports, and related material ensuring adherence to company standards.
- Schedule appointments and maintain appointment calendars. Anticipate and initiate appropriate action to conserve time commitments of supervisor. Set up priority for requests and, where possible and prudent, refer same to other knowledgeable staff for action.
- Set up and maintain an up-to-date filing system both electronically and manually for department and Agency use.
- Arrange for the opening and distributing of incoming regular and electronic mail and other material and coordinate the flow of information.
- Assembles and categorizes facts and figures for written computation and calculations.
- Locates and compiles information and formats reports, graphs, tables, records and other sources of information.
- Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.
- Analyses unit operating practices such as record keeping systems, forms control, office layout, and recommends new systems and procedures.
- Assists with special events planning.

### **Ideally applicants should have:**

- Associate Degree/Diploma in Business Administration/Management or equivalent qualification.
- Secretarial Certification from a recognized institution.
- Paralegal certification would be an asset.

- At least four years' related working experience, of which at least one year should be at the senior secretarial level.

Applications should be addressed to:

**Human Resources  
Companies Office of Jamaica  
Pan Jam Building  
60 Knutsford Boulevard  
Kingston**

And **sent by email only** to [hr@orcjamaica.com](mailto:hr@orcjamaica.com) by January 29, 2021.

Please note that only shortlisted applicants will be contacted.