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PROCUREMENT OFFICER

The Universal Service Fund invites applications for the position of **Procurement Officer** to undertake the procurement functions of the organization. The incumbent will manage the processes in relation to the procurement of equipment, supplies and other related services for all approved projects island-wide; assist in the development of the procurement strategy; and will review and monitor the Corporate Procurement Plan in order to ensure that targets and milestones are consistently achieved in keeping with the relevant regulations.

CORE RESPONSIBILITIES:-

- Assist with preparation of procurement plan for the capital and recurrent budget for the organization
- Plans, organizes and ensures the timely procurement of all machinery, materials, furniture, equipment and other commodities required for all approved projects island wide
- Prepares and reviews tender documents or requests for proposals; along with relevant evaluation reports, while providing sound advice and resolving procurement issues.
- Prepares and submits documents for the procurement of goods and services to the Evaluation and the Procurement Committees and subsequently to the National Contracts Commission where required.
- Prepares orders for commodities as needed and arrange for the delivery of all commodities ordered to the organization by the due date; and maintains control records of financial provisions made by the organization for the purchase and distribution of these goods and services; and implement inventory management procedures.
- Reviews quotations, pro forma invoices, purchase orders, invoices and contract agreements relating to the supply of goods and services; resolve issues; and also liaises with vendors, finalize purchases and negotiates new/renewal contracts with suppliers.
- Reviews, analyzes and researches procurement activities and recommend changes where needed
- Prepares and submits reports to the Office of the Contractor General.
- Prepares and submits monthly, quarterly and annual reports of procurement activities
- Ensures that payments for suppliers are made on time and in accordance with standard operating procedures.
- Maintains up to date knowledge of related procurement legislation and other relevant ordinances to ensure unwavering compliance with them.

REQUIREMENTS:-

- BSc. Degree in Business Administration; Advanced training in procurement and information technology; or equivalent; with a minimum of four (4) years' progressive procurement experience; and training in relevant software applications.
- Good oral and written communication skills; excellent interpersonal, networking and negotiation skills; excellent analytical skills; sound knowledge in the administration of the procurement process and ability to evaluate tenders.
- Good computer skills and competence in using the Microsoft Office suite; sound knowledge of the GOJ Public Sector Procurement Policy and other relevant legislations; and working knowledge of accounting/internal auditing would be an asset

Ownership of a reliable motor vehicle, approved for use on corporate business is a requirement.

**Submit applications no later than
Monday 2017 June 12 to:
hr@usf.gov.jm or
The Human Resource Manager
Universal Service Fund
4th Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10**

The Universal Service Fund (USF), an agency of the Ministry of Science, Energy and Technology is a statutory body with a mandate for discharging the government's responsibilities for universal ICT services under the Telecommunications Act. The USF has the responsibility to collect and manage the Universal Service Obligation Levy imposed on incoming international telephony calls.

**We extend our appreciation to all applicants.
However, only shortlisted applicants will be contacted.**