



## MINISTRY OF AGRICULTURE, FISHERIES AND MINING CAREER OPPORTUNITY

The Ministry of Agriculture, Fisheries and Mining is inviting suitably qualified persons to fill the post of **Public Procurement Clerk (PIDG/RIM 1)** in the **Public Procurement Branch, Hope Gardens, Kingston.**

**Salary Range: \$1,439,455.00 - \$1,935,907.00 per annum**

### JOB PURPOSE

Under the general direction of the Senior Director, Public Procurement (GMG/SEG 4), the Public Procurement Clerk (PIDG/RIM 1) is responsible for providing the necessary clerical and administrative support in the issuing of tenders and the pre/post Bidding process.

### 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.

### KEY RESPONSIBILITY AREAS

#### Management / Administrative Responsibilities

- Disseminates tender documents.
- 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.
- 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 Procurement Branch.

#### Other Responsibilities

- Performs any other related duties assigned from time to time.

### PERFORMANCE STANDARDS

- Bidding processes are carried out effectively in keeping with Procurement Regulations.
- Tender documents are 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.

<b>REQUIRED COMPETENCIES</b>
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**Core**

- Good Written Communication skills
- Good Oral Communication skills
- Good Planning and Organizing skills
- Good Time Management skills
- Good Interpersonal skills
- Ability to work in team
- Strong Integrity
- Confidentiality
- Ability to work on own initiative

**Technical**

- Knowledge of the operations of Government/knowledge of the Ministry’s Policies, Practices and Procedures
- Good knowledge of the stipulations of the FAA Act
- Good knowledge of the Procurement Guidelines
- Good Report Writing skills
- Proficient in relevant software applications e.g. Microsoft Excel, PowerPoint

<b>MINIMUM REQUIRED EDUCATION AND EXPERIENCE</b>
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- Diploma in Business Administration/Management Studies/Accounting or any other related field
- At least 1 year(s) of working experience in the related field

<b>CONTACTS</b>
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*Internal*

Contact	Purpose
Senior Director, Director	To receive guidance and provide information
Other staff in the Branch	To receive and provide information
Directors in other Sections of the Division, Heads of Division, managers, and supervisors	To distribute minutes and memos etc.

*External*

Contact	Purpose
Suppliers	To receive and provide information

<b>SPECIAL CONDITIONS OF THE JOB</b>
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- Typical office environment, no adverse working conditions.
- Participation in retreats/meetings outside of normal working hours may be required from time to time.

<b>AUTHORITY</b>
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- Nil

Applications accompanied by resume should be submitted on or before **January 15, 2026** to:

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6.  
E-mail- [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.gov.jm)**

Please note that we thank all for responding, but only short-listed applicants will be contacted.