



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
Ministry/Entity:

JOB TITLE:	Procurement Clerk
JOB GRADE:	PIDG/RIM 1
POST NUMBER:	
DIVISION:	Corporate Services
REPORTS TO:	Director Procurement
MANAGES:	None

Employee's Name

Employee's Signature

Date

Supervisor

Date

Head of Division

Date

Date Received in

Date created/revised

Job Purpose

Under the general supervision of the Director Procurement, the Procurement Clerk is responsible for providing the necessary in the issuing of tenders and the pre/post Biding process

Performance Standards

- Bidding process in keeping with Procurement Regulations
- Tender documents issue in appropriate timeframe in keeping with Procurement Regulations
- An up to date filing system.
- Queries of customers/visitors/callers to the unit are received and referred/attended to in a timely manner using effective communication technique.
- Response to routine matters are prepared and dispatched in a timely manner.

Key Responsibilities

- Disseminate tender documents
- Represent PROCUREMENT UNIT at tender closing and opening exercises as recording clerk
- Seal tender boxes at stipulated deadlines
- Ensure Tenderers sign Bid Receipt register
- Prepare Purchase orders

Required Competencies

- Sound communication and interpersonal skills
- Good organisational skills
- Ability to take own initiative and be a self starter
- Ability to maintain confidentiality
- Competent in:-MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English language
- High degree of integrity and diplomacy

Contacts

(i) Within MDA	
Procurement Director	To receive guidance and provide information

Directors in other Sections of the Division, Heads of Division, managers and supervisors	To distribute minutes and memo's etc.,
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Special conditions associated with the job:

- Typical office environment, no adverse working conditions;
- Participation in retreats/meetings outside of normal working hours may be required from time to time;

Minimum Required Education and Experience

- 4 CXC's including English Language and a numeric subject.
- At least 1 year(s) of working experience in the related field

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