



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position in the Directorate of Corporate Services.

SENIOR PUBLIC PROCUREMENT OFFICER (LEVEL 6)

QUALIFICATION AND EXPERIENCE:-

- Bachelor's degree: Business Administration, Management Studies, Accounting, Public Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- At least 3 years working experience in the related field

SKILL REQUIREMENTS: -

- Good oral and written communication skills
- Good interpersonal skills
- Ability to work on own initiative

REPORTING RELATIONSHIP

Reports to: Director, Public Procurement

HIGHLIGHT OF JOB FUNCTIONS:-

- Good knowledge of the stipulation of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications.
- Ensure legal compliance and consistency in procurement through adherence of established Government of Jamaica (GOJ) Procurement policies and Procedures
- Draft bidding documents with specifications or terms of reference and relevant tender deadlines prepared
- Prepared procurement contract documents
- Coordinate the evaluation of quotations and bids documents and prepare evaluation reports.
- Administer procurement Contracts and ensure delivery of goods and services in accordance with the contract terms and end user requirements.
- Source quotations from suppliers and procure goods and services.
- Market survey of supplies, services and works conducted to determine current prices.

Salary: \$4,266,270.00 per annum

Applications should be submitted no later than Tuesday, November 12, 2024 and addressed to:

**Human Resource Manager
National Works Agency
140 Maxfield Avenue,
Kingston 10**

or

**Application can be sent via email to:
Recruitment@nwa.gov.jm**