



CAREER OPPORTUNITY

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

Public Procurement Clerk (Level 3)

QUALIFICATION AND EXPERIENCE:-

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- At least 1 year(s) of working experience in the related field

SKILL REQUIREMENTS: -

- Sound communication and interpersonal skills
- Good organizational 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

REPORTING RELATIONSHIP

Reports to: Director, Public Procurement

HIGHLIGHT OF JOB FUNCTIONS:-

- Disseminate bidding documents.
- Source quotation from Suppliers and procure goods and services and works
- Prepare and review Purchase Order and Commitment Requisition.
- Prepare procurement contract document.
- Represent the Procurement Unit during tender closing and opening exercises as recording Clerk in keeping with the requirements of GOJ Electronic Procurement Portal (GOJEP)
- Maintain an up-to-date filing system for all procurement documents and official records
- Prepare Tender Evaluation Reports to ensure accuracy, completeness and adherence of the evaluation process to the requirements of the solicitation documents and the GOJ's Procurement Procedures.

Salary: \$2,190,302.00 per annum

Applications should be submitted no later than Tuesday,

October 22, 2024 and addressed to:

Human Resource Manager

National Works Agency

140 Maxfield Avenue, Kingston 10

Application can be sent via email to:

Recruitment@nwa.gov.jm

"Developing Safe, Reliable & Quality Roads"