



# CAREER OPPORTUNITY

## TEMPORARY POSITION FOR TWO (2) YEARS

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

### PROJECT ADMINISTRATION AND PROCUREMENT OFFICER (LEVEL 5)

#### QUALIFICATION AND EXPERIENCE:-

- Diploma in Project Management/Public Administration/ Management Studies/Accounting or any other related field.

#### SKILL REQUIREMENTS/KEY COMPETENCIES : -

- Sound communication and interpersonal skills.
- Good organizational skills.
- Good command of the English language
- Ability to maintain confidentiality.
- Ability to take own initiative and be a self-starter.
- Competence in relevant computer programmes such as MS PowerPoint, MS Word and Report Writing.
- Analytical thinker with good conceptual and problem-solving skills.
- High degree of integrity and diplomacy.

#### PRINCIPAL FUNCTIONS:-

- Prepare tender notices and advertisements.
- Prepare RFP, RFQ for goods, general services and works.
- Review/Prepare tender evaluation reports to ensure accuracy, completeness and adherences of the evaluation process to the requirement of the solicitation documents and GOJ procurement procedures.
- Represent Procurement Unit at Tender closing and opening exercises as Tender Officer in keeping with the requirement of the GOJ Electronic Procurement Portal (GOJEP).
- Keep track of the Procurement process of each submission from preparation of Tender Reports to Job completion and Contract termination.
- Maintain procurement records in good order to facilitate audit and other reviews.
- Preparing and reviewing technical specifications in collaboration with stakeholders, refining terms of reference (Tor) and preparing request for proposals (RFP) and bidding documents.
- Preparing and reviewing TOR's and bidding documents for all required procurement activities.
- Managing the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within mandated procurement procedures.

**Applications should be submitted no later than  
Tuesday October 10, 2023 to:  
Human Resource Manager  
National Works Agency  
140 Maxfield Avenue, Kingston 10**

or

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

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