



CAREER OPPORTUNITY

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

PROCUREMENT CLERK (LEVEL 3) **TEMPORARY Position (1 Year Contract)**

QUALIFICATION AND EXPERIENCE

- Diploma in Business Administration/Management Studies/Accounting or related field
- At least 1 year working experience in procurement, administration, or related field
- Knowledge of Government of Jamaica procurement procedures and regulations

SKILL REQUIREMENTS/KEY COMPETENCIES

- Sound communication and interpersonal skills
- Good organizational and time management skills
- Ability to take initiative and work independently
- Ability to maintain confidentiality
- High degree of integrity and diplomacy
- Competent in MS Word, MS Excel, MS PowerPoint, and report writing
- Excellent command of the English language

REPORTING RELATIONSHIP

Reports to: Major Projects Manager

PRINCIPAL FUNCTIONS

- Disseminate bidding documents and source quotations from suppliers
- Procure goods, services, and works within the specified procurement value threshold
- Prepare and review purchase orders and commitment requisitions
- Prepare procurement contract documents and assist in tender closing/opening exercises
- Draft bidding documents (Request for Quotation) with specifications or terms of reference
- Prepare Tender Evaluation Reports and procurement submissions for approval
- Maintain accurate procurement files (electronic and hard copy) from commencement to contract close-out
- Participate in site visits and progress meetings for assigned projects

CURRENT SALARY : \$2,217,672.00 per annum

**Applications should be submitted no later than
Friday, December 5, 2025 to:
Human Resource Manager
National Works Agency
140 Maxfield Avenue, Kingston 10
or**

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

**The Agency thanks all applicants.
Only individuals shortlisted will be contacted**

"Developing Safe, Reliable & Quality Roads"