



# 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 OFFICER (LEVEL 5)**

**TEMPORARY Position for one (1) year**

### **QUALIFICATION AND EXPERIENCE:-**

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience in a similar position.

### **SKILL REQUIREMENTS/KEY COMPETENCIES : -**

- Sound communication and interpersonal skills
- Good organizational skills.
- 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 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.

**Applications should be submitted no later than**

**Friday June 16, 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**