



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 minor 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 documentation files from the commencement of the procurement process to contract close out.
- Ensure that invoices are received from suppliers and the appropriate programme managers have signed 'Goods received or service rendered'

Applications should be submitted no later than

Friday May 19, 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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