



# 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 Administrator (Level 4)

### QUALIFICATION AND EXPERIENCE

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

### SKILL REQUIREMENTS/KEY COMPETENCIES

- Sound communication and good interpersonal skills.
- Ability to take own initiative and be a self-starter.
- Competent in: MS Excel, MS PowerPoint, MS Word and Report Writing.
- Good command of the English language.
- High degree of confidentiality, integrity and diplomacy.

### REPORTING RELATIONSHIP

Reports to: Director, Public Procurement

### PRINCIPAL FUNCTIONS:

- Prepare reports for submission to the Ministry of Finance, Integrity Commission (IC) and the Public Procurement Commission (PPC).
- Assist with the preparation of monthly quarterly and annual procurement reports relating to procurement activities.
- Maintain records in accordance with the FAA Act.
- Arrange Department meetings, disseminate relevant documents for meetings, attend, record and generate accurate and timely minutes of meetings.
- Assist the Public Procurement Officers in conducting all procurement tasks including:
  - *Formatting and preparing bidding documents, advertising notices, requests for proposals; negotiations reports.*
  - *Preparing evaluation reports and contracts.*
  - *Preparing and formatting notifications to successful and unsuccessful bidders.*
  - *Ensuring the publication of award of contract notices and other required procurement administration procedures.*
- Assist with administering all contracts and facilitate smooth and speedy implementation of the project(s) assigned, including monitoring of deliverables, warranties and insurances, verification of payment claims.
- Assist with compiling data to prepare Purchase Orders and communicate with all levels of staff regarding the movement of Requisitions and Purchase Orders.

**CURRENT SALARY : \$2,803,771.00 per annum**

Applications should be submitted no later than

Monday, September 1, 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](mailto:Recruitment@nwa.gov.jm)

The Agency thanks all applicants in advance.

Only individuals short-listed will be contacted.

*"Developing Safe, Reliable & Quality Roads"*