



CAREER OPPORTUNITY

PUBLIC PROCUREMENT ADMINISTRATOR (LEVEL 4)

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

Report to: Director of Public Procurement

QUALIFICATION AND EXPERIENCE

- Diploma in Public Administration, Public Sector Management, Economics, Accounts or related field equivalent
- 1 year related work experience in related field

SKILLS REQUIREMENT/KEY COMPETENCIES

- Good interpersonal skills
- Good oral and written communication skills
- Good knowledge of Government Public Procurement Act 2015 & Regulations
- Good knowledge of Contract Administration
- Good knowledge of stipulations of the FAA Act
- Proficient in computer applications

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.
- Arrange Department and Procurement Committee meetings
- Attend, record and generate accurate and timely minutes of meetings
- Disseminate relevant documents for meetings
- Responsible for organizing all purchasing documents
- Prepare and format bidding documents, advertising notices, requests for proposals, negotiations reports and notifications to all bidders
- Maintain records in accordance to the FAA Act and other statutory requirements
- Organize and maintain filing system and correspondence logging system
- Disseminate in a timely manner all incoming and outgoing correspondences
- Format and prepare evaluation reports and contracts
- Assist in the preparation and formatting of notifications all bidders, and ensure the publication of award of contract notices.
- Assist in the administration of all contracts and facilitate smooth and speedy implementation of the project(s) assigned, including monitoring of deliverables, warranties and insurances and verification of payment claims
- Assist with compiling data to prepare Purchase Orders, prepare of Purchase Orders and move of Requisitions and Purchase Orders.

All applications should be submitted no later than Friday,
January 31, 2020 to:

Manager, Personnel and Industrial Relations or email to:
recruitment@nwa.gov.jm
National Works Agency
140 Maxfield Avenue
Kingston 10

The Agency thanks all applicants in advance. Kindly note that only shortlisted applicants will be contacted.

"Developing Safe, Reliable & Quality Roads"