



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)

Salary per annum - \$2,803,771.00

Minimum Requirement

QUALIFICATION AND EXPERIENCE

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

PRINCIPAL DUTIES/RESPONSIBILITIES

1. Coordinate reports on behalf of the organization:
 - 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.
 - Assist the Procurement Officers with updating the procurement plans.
2. Maintain records in accordance to the FAA Act, etc.:
 - Organize and maintain filing system
 - Maintain correspondence loggings system
3. Coordinate meetings:
4. Assist the 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 of notifications to successful and unsuccessful bidders;
 - ensuring the publication of award of contract notices; and
 - other required procurement administration procedures
5. Attend meetings of the NWA's Procurement Committee as directed by the Director, Public Procurement.
6. Assist the Head of Procurement, Procurement Officers and Project Managers to administer all contracts and facilitate smooth and speedy implementation of the project(s) assigned, including monitoring of deliverables, warranties and insurances, verification of payment claims;
7. communicate with all levels of staff regarding the movement of Requisitions and Purchase Orders.

**Submitted application in writing no later than
Wednesday, April 17, 2024 to:
Human Resources Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10, or email to:
recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**