



# 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 CLERK (Level 3)**

Salary per annum - \$2,190,302.00

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**

- Disseminate bidding documents.
- Source quotations from suppliers and procure goods and services and works.
- Prepare and review Purchase Order and Commitment Requisitions.
- Prepare procurement contract documents.
- Represent the Procurement Unit during tender closing and opening exercises as recording clerk in keeping with the requirements of the GOJ Electronic Procurement Portal (GOJEP).
- Prepare Tender Evaluation Reports to ensure accuracy, completeness, and adherence of the evaluation process to the requirements of the solicitation documents and the GOJ's Procurement Procedures.
- Prepare accurate and complete procurement submissions in adherence with the NWA's Internal Procurement Procedures for the NWA's Procurement Committee approval in a timely manner.
- Maintain accurate and complete procurement documents and files (hard copy and electronic) for each procurement executed from commencement of the procurement process to contract close out.
- Accurately review and submit to the Director, Public Procurement Unit, procurement submissions from the respective departments in a timely manner.
- Actively participate in and attend in site visits/progress meetings for all assigned project related activities.

**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: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)**

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