



# CAREER OPPORTUNITY

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

## TEMPORARY PROCUREMENT OFFICER (LEVEL 5)

Salary per annum - \$3,501,526.00

Minimum Requirement

### **QUALIFICATION AND EXPERIENCE**

- Bachelor of Science in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

### **PRINCIPAL DUTIES/RESPONSIBILITIES**

- 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 adherence of the evaluation process to the requirements of the solicitation documents and GOJ procurement procedures.
- Obtain quotations/tenders from appropriately qualified suppliers.
- Represent Procurement Unit at Tender closing and opening exercises as Tender Officer in keeping with the requirements of the GOJ Electronic Procurement Portal (GOJEP).
- Represent the Procurement Unit at site visits.
- Attend meetings of the NWA's Procurement Committee as directed by the Director, Public Procurement.
- Maintain Procurement records in good order to facilitate audit and other reviews.
- Maintain a database of all bonds and insurances and ensure that they are current at all times and take responsibility for the safe keeping and return of all relevant documents.
- Analyze bids, quotations, and proposals for services, works and goods to ensure compliance with the established procurement policies of the GOJ and the NWA.
- Conduct the administrative management of contracts for works, services, and supplies.
- Ensure efficient archiving/storage of procurement files and information to support knowledge management and reporting.
- Keep track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination.
- Support the institutional strengthening and capacity building of procurement related policies, procedures and systems and activities in the NWA.
- Procurement Process Management
- Vendor Management

**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.**

*"Developing Safe, Reliable & Quality Roads"*