



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 OFFICER (Level 5)

Minimum Requirement

QUALIFICATION AND EXPERIENCE

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

PRINCIPAL DUTIES/RESPONSIBILITIES

1. Prepare tender notices and advertisements.
2. Prepare RFP, RFQ for goods, general services, and works.
3. 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.
4. Obtain quotations/tenders from appropriately qualified suppliers.
5. Represent Procurement Unit at Tender closing and opening exercises as Tender Officer in keeping with the requirements of the GOJ Electronic Procurement Portal (GOJEP).
6. Represent the Procurement Unit at site visits.
7. Attend meetings of the NWA's Procurement Committee as directed by the Director, Public Procurement.
8. Maintain Procurement records in good order to facilitate audit and other reviews.
9. 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.
10. Analyze bids, quotations, and proposals for services, works and goods to ensure compliance with the established procurement policies of the GOJ and the NWA.
11. Conduct the administrative management of contracts for works, services, and supplies.
12. Ensure efficient archiving/storage of procurement files and information to support knowledge management and reporting.
13. Keep track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination.
14. Support the institutional strengthening and capacity building of procurement related policies, procedures and systems and activities in the NWA.

Annual Salary \$3,501,526

**Submitted application in writing no later than
Friday, April 26, 2024 to:
Human Resources Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10, or email:
recruitment@nwa.gov.jm**

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

"Developing Safe, Reliable & Quality Roads"