



CAREER OPPORTUNITY

PUBLIC PROCUREMENT OFFICER

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
- 3years related work experience in procurement of goods and service
- Certificate in Public Procurement: INDP/CIP Level 2 or INPRI Level 3

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 FAAA Act
- Proficient in computer applications

PRINCIPAL FUNCTIONS

- Prepare tender notices and advertisements
- Prepare Request For Quotation for goods, general services and minor works
- Obtain quotations/ tenders from appropriately qualified suppliers
- Represent Procurement Unit at Tender closing and opening exercises as Tender Officer.
- Maintain Procurement records in good order to facilitate audit and other reviews
- Prepare Quarterly Contracts Award report to relevant agencies
- Maintain a database of all bonds and insurances and ensure that they are current at all times and take responsibility for the safekeeping and return of all relevant documents.
- Manage the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within mandated procurement procedures.
- Maintain procurement filing system
- Maintain a list of vendors and contractors supplying various items and services.
- Develop and execute measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicate results internally and externally as necessary.
- Maintain procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
- Monitor and report the procurement implementation status and progress as required.
- Prepare reports of and for procurement meetings.

All applications should be submitted no later than
Friday, October 11, 2019 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