



CAREER OPPORTUNITY

SENIOR 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

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or related field / ACCA Level 2 or equivalent
- 3-5 years 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

- Coordinate public procurement tender closing and opening exercises
- Review tender evaluation reports
- Assess quotations and make recommendations for award
- Prepare addenda to tender documents
- Ensure Agency contracts are reviewed by Legal Department
- Maintain contract register
- Prepare procurement plan
- Maintain database with current cost and location of goods, works, services and establish links with the ones in other government agencies
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money
- Liaise with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines
- Keep track of the procurement process of each submission from preparation of the Tender Reports to job completion and Contract termination
- Provide advice and support to the Director of Public Procurement
- Provide guidance to Internal and External customers on the Agency's procurement policies and procedures
- Monitor and ensures that procurement practices conforms to the Financial Audit Act and Government Procurement Guidelines
- Monitor and ensure that effective and up to date procurement records are maintained
- Advise on the reliability/suitability and performance of supplier
- Ensure that procurement practices confirms with the relevant Acts
- Attends meetings of Procurement Committee and represent the Agency at PPC Sector Committee and other relevant statutory meetings, Conferences, Workshops and Seminars in the absence of the Director

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

"Developing Safe, Reliable & Quality Roads"