



## **NORTH-EAST REGIONAL HEALTH AUTHORITY**

### **PUBLIC PROCUREMENT OFFICER (GMG/AM 3)**

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the position of **Public Procurement Officer** for the **Parish of St Mary**.

#### **Summary:**

The Public Procurement Officer, under the general supervision of the Director, Public Procurement is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

#### **Required Qualification & Experience:**

- Diploma in Public Administration/Management Studies/Accounting or any other related field.
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND.
- Three (3) years' procurement experience in a similar position.

#### **Specific Knowledge, Skills & Abilities:**

- Extensive knowledge of Government Procurement guidelines and procedures.
- Excellent knowledge of contract administration.
- Ability to research and evaluate technical proposals and recommend contracts for award.
- Knowledge of office management principles, practices and procedures.
- Working knowledge of computer applications.

#### **Key responsibilities will include but not limited:**

- Preparing tender notices and advertisements.
- Preparing RFQ for goods, general services and minor works.
- Obtaining quotations/tenders from appropriately qualified suppliers.
- Representing Procurement Unit at Tender closing and opening exercises as Tender Officer.
- Maintaining Procurement records in goods order to facilitate audit and other reviews.
- Preparing quarterly contracts award report for submission to the Contractor General's Office (QCA report).
- Maintaining a database of all bonds and insurances and ensuring that they are current at all times and taking responsibility for the safe keeping and returning of all relevant documents.

Applications along with detailed resume should be submitted no later than **Friday, 2025 January 24 to:**

#### **REMUNERATION PACKAGE PER ANNUM:**

Salary Scale: \$2,190,302 – 2,945,712 per annum

**The Director,  
Human Resource Management & Development  
North-East Regional Health Authority  
34-38 Ocean Village Shopping Centre, Ocho Rios  
St. Ann**

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**WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS  
WILL BE ACKNOWLEDGED.**