



JAMAICA

Jamaica 4-H Clubs

Director, Public Procurement (GMG/SEG1) Pay Band 7

Applicants are invited to fill the post of Director, Public Procurement. The Incumbent has the responsibility to ensure that goods and services required by the MDA are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

The successful candidate must meet the following minimum requirements:

- B. Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- Diploma in Accounting, Business administration or any related fields
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Seven (7) years related work experience in procurement of goods and services

Applications accompanied by Résumés should be submitted to the Director, Human Resource and Administration, Jamaica 4-H Clubs, 95 Old Hope Road, Kingston 6 or email to hadmin@jamaica4hclubs.com no later than

Tuesday, April 30, 2024