



Director 1, 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 Jamaica 4-H Clubs are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

KEY RESPONSIBILITIES

- Management / Administrative Responsibilities
- Provides advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures
- Participates in the operational plan and work programmes
- Advises the Director, Administration and Property Management of suppliers reliability/ suitability and performance
- Attends meetings of Procurement Committee
- Represents the Ministry at Conferences, Workshops and Seminars
- Monitors and ensures that effective and up to date procurement records are maintained
- Monitors and ensures that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines.
- Monitors and maintains an inventory listing of all equipment brought within the Ministry
- Acts as purchasing agent on behalf of the MDA as well as local funded projects.
- Prepares/ Reviews policies and procedures for Parish Offices and Agencies
- Evaluates the performances of the Procurement Process along with Director, Administration and Property Management and Committee members.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- 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: hradmin@jamaica4hclubs.com
no later than **Monday, May 19, 2025.**

Please note that only shortlisted candidates will be contacted.