



Management Institute for National Development

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

Applications are invited to fill the following vacancy

HEAD OF PUBLIC PROCUREMENT

The incumbent is responsible for ensuring that goods and services required by the Agency are procured and delivered as requested, in accordance with the Government of Jamaica (GoJ) Public Procurement Act, 2015 and Regulations.

Key Responsibilities

The duties and responsibilities include, but are not limited to the following:

- Leading MIND's procurement management process to ensure value for money in keeping with the Agency's priorities and the Government of Jamaica (GOJ) Procurement Guidelines
- Establishing systems and controls to ensure Agency-wide awareness and adoption of GOJ Procurement Guidelines
- Developing and recommending for adoption policies and procedures that ensure the ongoing strengthening of procurement procedures and policies
- Establishing and monitoring systems and internal controls for efficient and effective procurement management
- Ensuring that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately
- Reviewing procedures for the procurement of works, goods and services carried out by the Agency
- Reviewing and approving contract award recommendations within the specified threshold.

Minimum Qualification and Experience:

- Postgraduate Degree in Management Studies, Public Administration or equivalent qualification;
- Certificate in Public Procurement UNDP/CIPS Level 2 or INPRI Level 3
- Five (5) years experience in related field.

Qualified applicants are invited to address their applications and résumés to:

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- Director Finance, Human Resource Management & Administration
- hr@mind.edu.jm

Application Deadline: Friday, July 30, 2021

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311

 marketing@mind.edu.jm

 [website:
www.mind.edu.jm](http://www.mind.edu.jm)

