



# 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

## STAFF VACANCY

Applications are invited for the following vacancy

### Head of Public Procurement, Level 7

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 and Regulations.

#### Key Responsibilities

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

- Leads 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
- Establishes systems and controls to ensure Agency-wide awareness and adoption of GOJ Procurement Guidelines
- Develops and recommends for adoption policies and procedures that ensure the ongoing strengthening of procurement procedures and policies
- Establishes and monitors systems and internal controls for efficient and effective procurement management
- Ensures that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately.
- Reviews procedure for the procurement of works, goods and services carried out by the Agency
- Reviews and approves 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 4
- Five (5) years experience in related field

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

- Director Finance, Human Resource Management & Administration
- [hr@mind.edu.jm](mailto:hr@mind.edu.jm)

**Application Deadline: Tuesday, April 16, 2024**

**MIND Kingston**

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

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



[marketing@mind.edu.jm](mailto:marketing@mind.edu.jm)



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

