



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

Public Procurement Officer, Level 5

The incumbent will plan and coordinate the timely and cost-effective procurement of equipment, materials and services, in accordance with the Government of Jamaica's (GoJ's) procurement guidelines and the Agency's policies, procedures and quality standards.

The successful candidate should possess the following competencies:

- Excellent Knowledge of GoJ's Procurement Guidelines
- Excellent Negotiation Skills
- Good Knowledge about the application and implications of contract law and other procurement related legislation
- Excellent Records Management Skills
- Good Planning, Organizing and Project Management Skills
- Excellent Time Management Skills
- Excellent Decision-Making Skills

Minimum Qualifications and Experience:

- Bachelor's Degree in Management Studies or equivalent qualification/training
- Three (3) years' procurement experience in a similar position.

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

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

Application Deadline: Tuesday, April 16, 2024

MIND Kingston

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