



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, Grade 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:

- Ensure all Agency procurement is in complete compliance with GoJ and Agency guidelines.
- Ensure the proper management of the Agency's relationship with approved suppliers, vendors and relevant service providers.
- Establish and maintain a schedule of approved suppliers used by the Agency.
- Obtain resources, quotations and secure competitive bids for goods and services
- Facilitate the preparation and submission of purchase orders and service contracts in accordance with the Agency's reporting requirements and GoJ guidelines.
- Source goods and services, and negotiate prices and contracts
- Ensure the proper and correct filing of all information regarding procurement to facilitate easy access
- Maintain contracts and procurement records

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: Sunday, May 10, 2026

MIND Kingston

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