

**REQUEST FOR EXPRESSIONS OF INTEREST EOI/
CURRICULUM VITAE**

**PROJECT ADMINISTRATOR TO SUPPORT
PROJECT CODE CARE**

The Ministry of Health & Wellness is responsible for implementing and developing a suite of initiatives under Project CODE CARE aimed at reducing the backlog and waiting time for common surgical procedures (Surgery Backlog Project.)

Project CODECARE will reduce the backlog of surgeries through the engagement of specialist nurses and support staff from the diaspora in the form of nursing missions to support the nursing cadre on at short-term period of 7 to 14 days.

The Ministry of Health & Wellness now invites interested eligible individual consultant to submit their Expressions of Interest (EOI) indicating their qualifications and experiences.

SCOPE OF WORK FOR PROJECT ADMINISTRATOR

The Scope of Services includes but is not limited to:

- a) Day-to-day administrative support
- b) Scheduling routine meetings and recording minutes
- c) Creating and updating workflow
- d) Measuring and reporting on project performance
- e) Monitoring progress on project/calendar management
- f) Tracking expenses
- g) Preparing and providing documentation to key stakeholders and internal teams
- h) Coordinating quality controls to ensure deliverables meet requirements
- i) Developing and maintaining electronic database and filing system
- j) Assuming the responsibility for performing clerical support functions
- k) Submitting monthly reports on administrative activities.

MINIMUM QUALIFICATION AND EXPERIENCE

The Consultant must meet the minimum required qualifications as detailed below or based on equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would provide the required knowledge and abilities.

Qualifications

- Bachelor's Degree in Social Science, Management, Administration or a related field

Work Experience

- At least two (2) years' proven experience working in an administrative capacity

Required Skills and Knowledge:

- High competence in IT (Excel, Word, PowerPoint as a minimum)
- Strong problem-solving/critical-thinking skills
- Ability to work with minimal supervision, track multiple processes and work within a fast-paced environment
- Knowledge of GOJ laws, policies or procedures
- Outstanding organizational/coordination abilities; ability to process and prioritize information and plan effectively
- High competence in report-writing.

Desired Competencies:

- Excellent communications skills (verbal/written)
- Experience working in public health, hospital or clinic management/administration would be advantageous
- Ability to use online information management systems
- Experience in customer service would be advantageous.

Expressions of Interest in the form of an Application Letter and Curriculum Vitae must be sent via email to **evroy.battiese@moh.gov.jm** on or before **Monday, April 17, 2023** no later than **2:00 p.m.**

The detailed Terms of Reference can be viewed on the MOH website at **www.moh.gov.jm**.

**Senior Public Procurement Officer
Public Procurement Branch
Ministry of Health & Wellness
52-60 Grenada Crescent
Kingston 5**

We thank all applicants; however, please note only shortlisted candidates will be contacted.