



REQUEST FOR EXPRESSIONS OF INTEREST (EOI)/CVS

Procurement of Consulting Service for the HIV/STI/TB Unit Administrative Consultant

The Ministry of Health & Wellness now invites eligible individual consultants to submit their Expressions of Interest indicating their qualifications and experience.

Qualifications and Experience:

- A first Degree in Business Administration, Management Studies, Social Sciences, Information Technology, Public Administration or Equivalent.
- At least three years' work experience in Administration

Required Competencies

- Good working knowledge of Microsoft Office Applications (Word, Excel, Powerpoint) Microsoft Outlook and Microsoft Project
- Knowledge of Government Procurement procedures
- Ethical and have the ability to work effectively in a highly confidential environment
- Good oral and written communication skills
- Good interpersonal skills
- Good analytical and problem-solving skills.

Expressions of Interest in the form of an Application Letter and Curriculum Vitae must be sent via the **Government of Jamaica Electronic Portal – GOJEP (www.gojep.gov.jm) by December 4, 2023 at 10:30 a.m.**

The detailed Terms of Reference (TOR) can be viewed on GOJEP as well as on the Ministry of Health & Wellness website at **www.moh.gov.jm**.

We thank all applicants for their interests; however, please note only shortlisted applicants will be contacted. Shortlisted Applicants will be required to complete a Request for Quotation.