



REQUEST FOR EXPRESSIONS OF INTEREST EOI/CURRICULUM VITAE

PROJECT LIAISON CONSULTANT

The Ministry of Health & Wellness (MOHW) is the preeminent Government organization whose mandate is “To ensure the provision of quality health services and to promote healthy lifestyles and environmental practices”. The MOHW manages health sector donor-funded projects channelled through the GOJ which include the funds that support the National HIV Response Programme referred to as the Principal Recipient (PR) under the HIV response contracts implementing stakeholders under the GF grant (Implementation Agreement) UNICEF, UCSF and CTECH.

The MOHW-HIV/STI/TB Unit seeks to engage the services of a Project Liaison Consultant to support the implementation of the donor-funded projects.

MINIMUM REQUIREMENTS

Qualification and Experience

- A Bachelor’s Degree in Business Administration/Management, Social Sciences, Humanities or a related discipline from a recognized University
- 3 years’ work experience in Administration at least 2 of which should be at a supervisory level.
- Familiarity with the disbursement and procurement procedures for the Grants and the Government of Jamaica.

Required Competencies

- Understanding of the Grant system for reporting and monitoring;
- Understanding of MOH&W system for reporting and monitoring;
- Highly organized;
- Ability to draft well-written correspondences;
- Analytical thinker with strong written and verbal communication skills;
- Ability to work under tight deadlines.
- Proficiency in the use of relevant computer applications.

Expressions of Interest in the form of an Application Letter, Curriculum Vitae and evidence of qualification must be sent via the GOJEP on or before **Wednesday, November 27, 2023 at 2:00 pm.**

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) **oppccustomer@moj.gov.jm** or by telephone at **876-932-5264** for support.

The detailed Terms of Reference can be viewed on both the MOH website at www.moh.gov.jm and the GOJEP platform at <https://www.gojep.gov.jm/epps/home.do>.

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