



REQUEST FOR EXPRESSIONS OF INTEREST EOI/ CURRICULUM VITAE

Procurement of a Project Liaison Consultant

The PCU is also responsible for providing technical support for Treatment Care and Support activities for UCSF and CTECH. The Unit procures and coordinates the supply and distribution of health products and non-health products which includes antiretroviral drugs and test kits for the response and submits reports/updates to the MOFPS, JCCM, GF, UCSF, CTECH and Planning Institute of Jamaica (PIOJ).

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

1. OBJECTIVE OF THE CONSULTANCY

Provide support to ensure compliance with the internal control mechanisms established for the National HIV/STI/TB Response and ensure that improvement plans for all entities are developed and implemented accordingly.

2. SCOPE OF WORK

The Project Liaison Consultant will perform a wide range of duties, which include but are not limited to the following:

- Convene meetings with the Ministry of Health & Wellness (MOHW) and donors to determine programmatic priorities and move forward documents needing urgent attention.
- Coordinate the flow of documentation within MOHW systems to identify efficiencies and propose SOPs to MOHW and donors to improve efficiencies.

QUALIFICATION

- A Bachelor Degree in Business Administration, Administrative Management, Management Studies, Social Sciences or Humanities from a recognized University.

EXPERIENCE

- Two (2) years' relevant work experience in General Administration and or Project Administration

The Expressions of Interest in the form of an Application Letter and Curriculum Vitae must be uploaded on the GOJEP on or before **Wednesday, July 31, 2024** no later than **3:00 p.m.**

Applicants are required to submit a valid copy of a Tax Compliance Certificate (TCC) with their Application Letter and Curriculum Vitae.

To participate in this Expression of Interest, consultant must first be registered on the GOJEP at www.gojep.gov.jm. To register, please select the “**Register as a supplier**” link from the GOJEP system's home page.

For assistance regarding training, registration, download of tender documents and upload of tender proposals, please contact the **Ministry of Finance, the Office of Public Procurement Policy Customer Care Desk** at (876)932-5220/932-5246/932-5253/932-5251/932-5244 or email at oppccustomer@mf.gov.jm.

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

**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.