



Career Opportunity

Applications are invited from suitably qualified persons to fill the position in the Corporate Services Division, Ministry of Health & Wellness.

**Public Procurement Administrator (GMG/AM 2) (Band 4)
(vacant)
Salary range: \$1,711,060.00 per annum**

JOB PURPOSE

Under the general supervision of the Senior Director, Public Procurement, the Public Procurement Administrator is responsible for providing support by offering complete administrative support. This includes first point of contact, time management, correspondence disposition and resolution.

KEY OUTPUTS:

- OCG, Public Procurement Commission, Ministry of Finance and the Public Service Reports coordinated;
- Cost Overrun Variation and Emergency Reports coordinated;
- Initiation forms prepared;
- Purchase orders prepared;
- Incoming tasks recorded;
- Correspondences prepared and disseminated;

KEY RESPONSIBILITY AREAS

- Coordinates reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General, and the Public Procurement Commission;
- Complies Cost Overrun Variation and Emergency Reports;
- Prepares Initiation forms;
- Liaises with other Public Procurement Administrators within the Branch and the Public Procurement Clerk to ensure that all information related to activities is collected and compiled for the preparation of all external reports;
- Assists with the compilation of documents for dissemination to the Procurement Committee, Cabinet Office, etc;
- Maintains records in accordance to the FAA Act, etc.:
 - Organizes and maintain an efficient filing system;
- Maintains correspondence loggings system;
- Disseminates in a timely manner all incoming and outgoing correspondences;

TECHNICAL

- Knowledge of Government Procurement policies, guidelines and regulations;
- Knowledge of the FAA Act;
- Knowledge of Ministry's operations;
- Competent in the use of Microsoft Office Suite;
- Good report writing skills;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Diploma in Public Administration, Business Management, Management Studies or related field

OR

- Certificate in Procurement/Supplies Management
- Two (2) years' experience in a similar position



Kindly submit a cover letter and resume along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than **Friday, June 19, 2026**, to:

Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.