



## Career Opportunity

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

**Public Procurement Officer (GMG/AM 3) (Band 5)**  
**(not vacant)**  
**Salary range: \$2,190,302.00 per annum**

### JOB PURPOSE

Reporting to the Senior Public Procurement Officer, Public Procurement, the Procurement Officer provides procurement services in accordance with Government of Jamaica (GOJ) policy and standards.

### KEY OUTPUTS:

- Tender Notices and advertisements prepared;
- Quotations obtained;
- RFQ and Bidding documents prepared;
- Documents for Evaluation Committee prepared;
- Documents and evaluation reports prepared and submitted;
- Monthly reports on activities prepared and submitted;
- Individual work plan prepared.

### KEY RESPONSIBILITY AREAS

#### Management/Administrative

- Prepares individual work plan in alignment with operational plan of the Branch;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares monthly report on procurement activities undertaken.

#### Technical /Professional

- Prepares Tender Notices and advertisements;
- Obtains quotations from qualified suppliers and make competitive price analysis;
- Ascertains cost of equipment in house or contact institutions using same or similar equipment;
- Prepares Bidding documents for goods, services and works;
- Receives competitive bids and assesses for submission to the Procurement Committee;
- Represents the Procurement Branch at tender opening and closing exercises as Tender Officer;
- Maintains tender records in good order to facilitate audit reviews;
- Coordinates evaluation meetings as necessary;
- Prepares documents for submission to the Evaluation Committee;
- Prepares evaluation reports and approval documents for the Permanent Secretary's approval;

#### TECHNICAL

- Knowledge of government's procurement policies procedures and regulations;
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of Procurement techniques;
- Proficiency in the use of relevant computer software and computer applications;
- Knowledge of the FAA act as it relates to procurement activities;



**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Associate Degree in Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management or any other related field
- Certificate in Procurement/Supplies Management
- Three (3) years procurement 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](mailto: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.**