



## 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.

**Senior Public Procurement Officer (GMG/SEG 1) (Band 7)**  
**2 posts (vacant)**  
**Salary range: \$3,501,526.00 per annum**

### JOB PURPOSE

Reporting to the Senior Director, Public Procurement, the Senior Public Procurement Officer is responsible for coordinating and monitoring the functions of Procurement for the Ministry of Health & Wellness, its agencies and Non-Governmental Organizations (NGOs) in the provision of goods, services and works in accordance with Government Procurement Policies, Procedures and Guidelines. In addition, the incumbent is responsible to ensure the prompt clearing of goods from Ports of Entry.

### KEY OUTPUTS:

- Policies and procedures implemented;
- Goods, services and works procured;
- Procurement procedures reviewed and monitored;
- Tender notices and advertisements reviewed and approved;
- Evaluation Committee meetings coordinated;
- Contractual agreements negotiated;
- Monthly/Quarterly reports prepared and submitted;
- Individual work plan prepared.

### KEY RESPONSIBILITY AREAS

#### Management/Administrative

- Participates in the development of the Branches Operational Plan;
- Prepares individual work plan;
- Contributes to the development of Work Plans for direct reports;
- Collaborates with the Senior Director, Public Procurement in the preparation of the annual budget for the Procurement Branch;
- Coordinates procurement activities;
- Attends and participates in staff and planning meetings, workshops and seminars;
- Prepares and compile quarterly reports on activities undertaken;
- Prepares reports on emergency procurement of goods, services and works.

#### Technical /Professional

- Assists in the development of procurement policies, procedures and standards to support the procurement process in the Ministry;
- Reviews and monitors procurement procedures to ensure compliance;
- Assists in establishing Operational guidelines for Procurement Committee;
- Liaises with Divisions on procedures for maintaining inventory levels and reorder cycles;
- Reviews and approves requisitions;
- Receives specifications for the purchase of equipment etc;
- Reviews specifications in collaboration with the division requesting purchase;
- Ensures that financing is available and make arrangements for the issues of Letters of Credit, Bank drafts etc.
- Reviews and maintains an up-to-date list and information on suppliers;
- Coordinates delivery logistics with suppliers and clients;

### **Human Resource Responsibilities**

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard.

### **Technical**

- In depth knowledge of government's procurement policies, procedures and regulations;
- Sound knowledge of the Ministry's policies and procedures;
- Knowledge of Procurement techniques;  
Knowledge of the principles that govern sourcing supplies and negotiating prices;
- Knowledge of Customs Department procedures and policies;
- Knowledge of inventory management and control;
- Sound knowledge and experience in the operations of the related Government Departments –Jamaica Customs, Trade Board etc;
- Proficiency in the use of relevant computer software and computer applications;
- Knowledge of the FAA act as it relates to procurement activities.

<b>MINIMUM REQUIRED EDUCATION AND EXPERIENCE</b>
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- Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Three (3) years' experience in related field.

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Three (3) years' experience in related field.

**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.**