



Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the **Technical Services Division (HIV/STI/TB Unit)**, Ministry of Health and Wellness.

Programme Administrator (GMG/AM 4) (Band 6)
(Not Vacant) – One (1) Position
(Salary: \$2,803,771.00 per annum)

JOB PURPOSE

The Programme Administrator will support the effective implementation of programme activities and contribute to the achievement of the programmes goals and objectives. The Officer contributes to key operational activities managed by the Unit.

KEY OUTPUT

- Monthly/Interim Reports prepared and submitted
- Minutes/Action Sheets produced within the required timeframe
- Correspondences prepared within the required timeframe
- Procurement process for activities completed as agreed
- Files updated within the required timeframe
- Flow and distribution of information coordinated and disseminated
- Individual Work plan & Work plan Reviews prepared and submitted

KEY RESPONSIBILITY AREAS INCLUDES:

A. Technical Responsibilities

- Assist in providing administrative support to the implementation HSTU activities,
- Liaise with programme stakeholders and ensure timely and accurate information flow between the Components and stakeholders,
- Ensure Files are updated and properly maintained,
- Liaise with selected suppliers and project stakeholders to ensure timely delivery of goods and services to end-users and payments to suppliers, in accordance with the terms of the contracts,
- Prepare correspondences to stakeholders both internal and external
- Prepares and or reviews the relevant procurement documents to ensure conformity with GOJ and the relevant funding agencies procurement guidelines.
- Organize and Coordinate meetings as required
- Attend meetings; prepare minutes/action sheet and follow-up on decisions to ensure timely implementation,

- Prepares an Individual work plan annually and submit half-yearly and yearly reviews
- Prepares monthly reports for submission
- Submits requests for procurement services to the Procurement Unit to include all relevant information to complete the procurement process e.g. proposed suppliers, proposed technical experts to review proposals, confirmation of availability of funding for the activity
- Compiles/Distributes HSTU-related documents for review by technical experts
- Follows-up with Procurement Unit for reports on HSTU matters tabled at the various committee meetings
- Follow-up on GOJ commitments with FAD
- Follow-up on notification of awards and POs (GOJ, Grant) with the Procurement Unit
- Requests GCT Certificates for all GOJ funded activities
- Requests Zero Rating Approval Certificates for all Grant Funded activities
- Prepares HSTU POs from GOJ/Grant POs
- Prepares a weekly HSTU order status report
- Drafts/Compiles HSTU-related procurement documents as required

Other Responsibilities

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed time frames to the required standards
- Confidentiality of information obtained on the job is preserved
- Procurement of goods, services or works are done in accordance with current guidelines established by the GoJ and the relevant funding agencies

<h4><u>MINIMUM REQUIRED EDUCATION AND EXPERIENCE</u></h4>
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| <ul style="list-style-type: none"> • A First Degree in Business Administration, Management Studies or a related discipline from a recognized University. • At least three (3) years relevant work experience in Administration |
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Applications with résumés are to be submitted no later than Friday, July 3, 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 shortlisted candidates will be contacted.