



QUALIFICATION LISTING FOR POSITIONS AT THE REGIONAL OFFICE

POSITION	CLASSIFICATION	QUALIFICATIONS
Regional Director	GMG/CTD 1	<ul style="list-style-type: none"> ▪ Masters Degree in Business Administration or equivalent qualifications. <u>PLUS</u> ▪ Seven (7) years' experience at a senior management level. ▪ Leadership Training
Regional Technical Director	HPC/MO 6	<ul style="list-style-type: none"> ▪ A practising health professional with a Medical Degree ▪ Annual Registration with the Medical Council of Jamaica ▪ PEER Approval ▪ Post graduate degree in Public Health ▪ Ten (10) years progressive working experience in the health care system, primary, secondary or public/community health. Four (4) years or more experience in epidemiological research would be highly desirable.
Regional Dental Surgeon	HPC/DS 5	<ul style="list-style-type: none"> ▪ Graduated from an accredited school of dentistry. ▪ Qualification in Dental Public Health and/or Dental related specialties. ▪ Five (5) years of progressively responsible post graduate experience in management.
Regional Nursing Supervisor	HPC/RN 6	<ul style="list-style-type: none"> ▪ Masters in Public Health <u>PLUS</u> ▪ Eight (8) years Senior Public Health Nursing experience, of which two (2) years must be post MPH qualification
Regional HIV/STI/Tb Coordinator	HPC/MO 4	<ul style="list-style-type: none"> ▪ Registered Medical Practitioner ▪ PEER Approval ▪ Annual Registration with the Medical Council of Jamaica ▪ Post Graduate professional Qualification from a recognized institution ▪ Public Health qualification ▪ A minimum of five (5) years working experience in the health field

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Regional Pathologist	HPC/MO 4	<ul style="list-style-type: none"> ▪ Registered Medical Practitioner ▪ PEER Approval ▪ Annual Registration with the Medical Council of Jamaica ▪ Post Graduate professional Qualification from a recognized institution ▪ Doctor of Medicine (DM) in Pathology or equivalent degree or board certification <p>A minimum of five (5) years working experience in service pathology</p>
Regional NCD Coordinator	HPC/MO 4	<ul style="list-style-type: none"> ▪ Registered Medical Practitioner ▪ PEER Approval ▪ Annual Registration with the Medical Council of Jamaica ▪ Post Graduate professional Qualification from a recognized institution ▪ Public Health qualification ▪ A minimum of five (5) years working experience in the health field
Regional Psychiatrist	HPC/MO 4	<ul style="list-style-type: none"> ▪ DM or equivalent postgraduate qualification in Psychiatry ▪ Post graduate Degree specializing in Public Health ▪ Management experience/training ▪ Minimum of five (5) years post graduate experience
Regional Medical Epidemiologist	HPC/MO 4	<ul style="list-style-type: none"> ▪ Registered Medical Practitioner ▪ PEER Approval ▪ Annual Registration with the Medical Council of Jamaica ▪ Post Graduate professional Qualification from a recognized institution ▪ Public Health qualification ▪ A minimum of five (5) years working experience
Supervisory Family Nurse Practitioner	HPC/RN 6	<ul style="list-style-type: none"> ▪ Certificate/Degree Nursing from accredited School in Registered General Nursing ▪ Degree/Certificate in Nursing Education/Administration or equivalent



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		<ul style="list-style-type: none"> ▪ Masters Degree - Nursing (Family Nurse Practitioner) ▪ Updated registration with the Nursing Council as a Registered Nurse and a Registered Midwife PLUS ▪ Five (5) years' experience as Family Nurse Practitioner with the last three (3) years being current Jamaican Health care experience
Specialist Medical Officer	HPC/MO 3	<ul style="list-style-type: none"> ▪ Registered Medical Practitioner ▪ PEER Approval ▪ Annual Registration with the Medical Council of Jamaica ▪ Post Graduate professional Qualification from a recognized institution ▪ Public Health qualification ▪ A minimum of five (5) years working experience in the health field
Child & Adolescent Psychiatrist	HPC/MO 3	<ul style="list-style-type: none"> ▪ DM or equivalent postgraduate qualification in Psychiatry ▪ Post graduate Degree specializing in Public Health ▪ Registration with the Medical Council of Jamaica ▪ Management experience/training ▪ Minimum of three (3) years' post graduate experience
Enterprise Risk Management Analyst	GMG/SEG 3	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline; ▪ Specialized training in Risk Management; ▪ Three (3) years related experience.
Director, Strategic Planning and Performance Monitoring & Evaluation	GMG/SEG 3	<ul style="list-style-type: none"> ▪ First degree in Business Administration, Strategic Planning Management; Public Policy; Public Administration or any closely related field ▪ Five (5) years' related experience at a technical/professional level ▪ Specialized training in Corporate/Strategic Planning & Performance Monitoring



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<p>Data Protection Officer</p>	<p>GMG/SEG 2</p>	<ul style="list-style-type: none"> ▪ Undergraduate Degree in Information Security, Law, Computer Science, Information Technology, Data Privacy, or a related field. <p style="text-align: center;">PLUS</p> <ul style="list-style-type: none"> ▪ At least one (1) International Association of Privacy Professionals (IAPP Certifications): <ul style="list-style-type: none"> - Certified Information Privacy Professional (CIPP) - Certified Information Privacy Manager (CIPM) - Certified Information Privacy Technologist (CIPT) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ▪ At least one (1) ISACA certification in governance and risk management: <ul style="list-style-type: none"> - Certified in Risk and Information Systems Control (CRISC) - Certified in Governance of Enterprise IT (CGEIT) - Certified Information Security Manager (CISM) <p>Relevant Experience</p> <ul style="list-style-type: none"> ▪ At least 3-5 years' work experience in Privacy, Compliance, Information Security, Auditing, or a relevant field (Finance, Law, Business Administration, Information Technology) ▪ Experience in the following areas is an asset: <ul style="list-style-type: none"> - mapping/ understanding business processes and data handling or processing needs in a relevant/ related industry - Cybersecurity - dealing with real security incidents, risk assessments, countermeasures and data protection impact assessments.
<p>Regional Physical Activity Specialist</p>	<p>GMG/SEG 2</p>	<ul style="list-style-type: none"> ▪ Bachelors Degree in Exercise Science <p style="text-align: center;">PLUS</p> <ul style="list-style-type: none"> ▪ Five (5) years working experience in that field <p style="text-align: center;">OR</p>



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		<ul style="list-style-type: none"> ▪ Diploma in Exercise Science <p>PLUS</p> <ul style="list-style-type: none"> ▪ Eight (8) years working experience in that field
Corporate Secretary/Legal Officer	JLG/LO 3	<ul style="list-style-type: none"> ▪ Bachelor of Laws (LLB) Degree with at least three (3) years working experience in public sector ▪ Legal Education Certificate ▪ Keen understanding of the National Health Services Act and the Public Health Act ▪ Proficiency in MS Office Applications or equivalent specialized training ▪ Knowledge of corporate governance standards ▪ Expert people management skills ▪ Sound knowledge of meeting protocols and applicable laws ▪ Minimum three years' experience at a management level
Paralegal Officer	PLG/LS 4	<ul style="list-style-type: none"> ▪ Minimum Five (5) CSEC subjects including English Language; ▪ Training OR Qualification in Legal or Paralegal Studies; and ▪ Three (3) years' experience in a law office or legal environment.
Regional Mental Health Officer	HPC/RN 5	<ul style="list-style-type: none"> ▪ Graduation from an accredited school of nursing as a professional nurse ▪ Training in Post Basic Psychiatric Nursing or equivalent ▪ Certificate in Advanced Nursing Administration or equivalent ▪ Registration with the Nursing Council of Jamaica as a Registered Nurse <p style="text-align: center;">Plus</p> <ul style="list-style-type: none"> ▪ Seven (7) years' experience in Community Psychiatric Nursing
Bio-Statistician	SOG/ST 7	<ul style="list-style-type: none"> ▪ Masters Degree in Bio Statistics, Epidemiology or Biochemist



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		<ul style="list-style-type: none"> Five (5) years' experience in Bio Medical or Statistical Analysis Any equivalent combination of education and experience.
Regional Health Records Administrator	HPC/HR 4	<ul style="list-style-type: none"> Bachelor of Science Degree in Health Information Management Associate Science Degree in Health Information Technology Certificate in Health Records and Statistics Levels 1 and 11 Experience: At least three (5) years full-time progressive experience in work related to the preparation and maintenance of health records and health statistics. One of which should be at supervisory level. <p>or</p> <ul style="list-style-type: none"> Any equivalent combination of education and experience
Regional Environment Health Officer	HPC/EH 6	<ul style="list-style-type: none"> Bachelor's Degree in Sanitary/Environmental Engineering or Public Health Inspection Master's Degree in Public Health or equivalent Certification in Leadership/Leadership in Health Registration with the Council for Professionals Supplementary to Medicine <p>PLUS</p> <ul style="list-style-type: none"> Four (4) years related experience in Environmental Health, Sanitary Engineering or Public Health Inspection
Chief Contact Investigator (Regional)	HPC/SDI 3	<ul style="list-style-type: none"> BSc. in Registered Nursing/Environmental Health/Medical Technology

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		<ul style="list-style-type: none"> ▪ Training in Sexually Transmitted Disease investigations ▪ Training in Disease Epidemiology and Surveillance ▪ Certificate / Diploma in Nursing Administration / Supervisory Management <p>Plus</p> <ul style="list-style-type: none"> ▪ Seven (7) years' experience in contact investigating
Regional Nutritionist	HPC/ND 5	<ul style="list-style-type: none"> ▪ Bachelor of Science Degree in a Health-Related Science/ Nutrition & Dietetics & Competency-Based Internship or Master of Science Degree in Nutrition; ▪ Supervisory/Management Certification; ▪ Be registered with the Council of Professions Supplementary to Medicine; ▪ Five (5) years progressive working experience in the field of nutrition.
Regional BCC Coordinator	HPC/HPE 3	<ul style="list-style-type: none"> ▪ Masters Degree in Health Promotion, Social Work or other related disciplines such, Anthropology, Sociology, Marketing or Health Communication ▪ Certification in Project Management ▪ Certification in Supervisory Management
Regional Health Promotion & Education Officer	HPC/HPE 3	<ul style="list-style-type: none"> ▪ A Masters Degree from a recognized tertiary institution offering preparation in Health Education or social / behavioural sciences. ▪ Any equivalent combination of education and experience ▪ At least five (5) years working experience at a supervisory level.
Regional Public Health Specialist (Occupational Health & Safety)	HPC/EH 5	<ul style="list-style-type: none"> ▪ Diploma in Public Health Inspection/B.Sc. Environmental Health. ▪ Diploma in Meat & Other Foods Inspection. ▪ Post-graduate training in Management/Supervisory Management. ▪ Registration with the Council Professions Supplementary to Medicine.



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		<ul style="list-style-type: none"> ▪ Post graduate training in Occupational Health or its equivalent. ▪ Minimum of eight (8) years experience working as a Public Health Inspector.
Regional Public Health Specialist (Waste Water)	HPC/EH 5	<ul style="list-style-type: none"> ▪ Diploma in Public Health Inspection/B.Sc. Environmental Health. ▪ Diploma in Meat & Other Foods Inspection. ▪ Post-graduate training in Management/Supervisory Management. ▪ Registration with the Council Professions Supplementary to Medicine. ▪ Post graduate training in Waste Water, Water or Liquid Waste Management ▪ Minimum of eight (8) years' experience working as a Public Health Inspector.
Regional Public Health Specialist (Food Safety)	HPC/EH 5	<ul style="list-style-type: none"> ▪ Diploma in Public Health Inspection/B.Sc. Environmental Health. ▪ Diploma in Meat & Other Foods Inspection. ▪ Post-graduate training in Management/Supervisory Management. ▪ Registration with the Council Professions Supplementary to Medicine. ▪ Post graduate training in a Food Safety related programme. ▪ Minimum of eight (8) years experience working as a Public Health Inspector.
Regional Public Health Specialist (Vector Control)	HPC/EH 5	<ul style="list-style-type: none"> ▪ Diploma in Public Health Inspection/B.Sc. Environmental Health. ▪ Diploma in Meat & Other Foods Inspection. ▪ Post-graduate training in Management/Supervisory Management. ▪ Registration with the Council Professions Supplementary to Medicine. ▪ Post graduate training in Occupational Health or its equivalent. ▪ Minimum of eight (8) years experience working as a Public Health Inspector.
Regional Physiotherapist	HPC/PT 5	<ul style="list-style-type: none"> ▪ Masters Degree in Physical Therapy or Public Health is a definite asset



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		<ul style="list-style-type: none"> ▪ Bachelor of Science in Physical Therapy or Diploma in Physical Therapy ▪ Certification in area of specialization in Physiotherapy ▪ Diploma in Administrative Management/Supervisory Management/Public Administration/Health Administration ▪ Minimum six (6) years as a Physiotherapist with at least two (2) years in a supervisory role ▪ Licensed with the Council of Professions Supplementary to Medicine (CPSM)
Statistical Analyst	SOG/ST 6	<ul style="list-style-type: none"> ▪ Bachelor's degree in Statistics or Social Sciences or equivalent qualifications; ▪ Training in statistics and research methods; ▪ Training in computer hardware and network maintenance; ▪ A minimum of five (5) years' experience in statistical analysis.
Administrative Manager	GMG/SEG 1	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Business/Public Administration or related discipline from a recognized institution ▪ A minimum of five (5) years' experience in supervisory and administrative support services ▪ Must be computer literate <li style="text-align: center;">OR ▪ Any equivalent combination of qualifications and experiences
Administrative Secretary 2	OPS/ADS 2	<ul style="list-style-type: none"> ▪ Bachelors' Degree in Business/Public Administration or related discipline from a recognized institution ▪ A minimum of five (5) years' experience in supervisory and administrative support services
Regional NCD Surveillance Officer	HPC/ALH 2	<ul style="list-style-type: none"> ▪ Bachelor's Degree in a Health-Related Science;



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		<ul style="list-style-type: none"> ▪ Five (5) years' experience in the health field to include three (3) years' experience in disease surveillance; ▪ Registered with the Relevant Registering Body; ▪ Minimum of two (2) years clinical practice work experience in secondary health care; ▪ Work experience in both Primary and Secondary care is an asset; ▪ Professional training in disease surveillance techniques and procedures; ▪ Master in Public Health or related discipline is a definite asset.
<p>Senior Secretary/ (Admin.)</p>	<p>OPS/SS 3</p>	<ul style="list-style-type: none"> ▪ CXC or GCE 'O' Level subjects including English Language; ▪ Successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, ▪ Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute, plus ▪ Four (4) to five (5) years general office experience; <p>OR</p> <ul style="list-style-type: none"> ▪ Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute, ▪ Training in the use of a variety of software applications e.g., word processing, database and spreadsheets; ▪ English Language at CXC or GCE O'Level; ▪ Completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus ▪ Four (4) to five (5) years general office experience; <p>OR</p>



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		<ul style="list-style-type: none"> ▪ Successful completion of the Certified Professional Secretary course; ▪ Proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100- 120 words per minute; ▪ English Language at CXC or GCE O'Level; ▪ Training in the use of a variety of software applications and ▪ Four (4) to five (5) years general office experience, plus ▪ The appropriate Office Professional Training Course at the Management Institute for National Development.
Regional Surveillance Officer (Epidemiology)	HPC/ALH 2	<ul style="list-style-type: none"> ▪ First Degree in a Public Health Specialist area ▪ Masters in Public Health is a definite asset <p><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Six (6) years working experience in community health care.
Regional Dental Auxiliary Coordinator	HTAC/DN5	<ul style="list-style-type: none"> ▪ Graduate Dental Nurse ▪ Certificate/Degree in Dental Nursing ▪ Degree in Health Services Management/Health Administration ▪ Minimum eight (8) years relevant experience ▪ Practical experience of programme and project budgeting
Administrative Assistant	GMG/AM3	<ul style="list-style-type: none"> ▪ Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent <p><u>Plus</u></p> <ul style="list-style-type: none"> ▪ A minimum of three (3) years' working experience as an Administrative Assistant to a Senior Manager.
Data Entry Clerk	MIS/IT 2	<ul style="list-style-type: none"> ▪ Minimum of five (5) GCE/CXC subjects or equivalent (inclusive of English Language) ▪ Computer Literacy: Working knowledge of Microsoft Word, Access and Excel <p><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Data entry experience is an asset



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		<ul style="list-style-type: none"> ▪ Familiarity with the current HIV databases is an asset
Office Attendant	LMO/TS 1	<ul style="list-style-type: none"> ▪ Secondary School Certificate or equivalent qualifications. ▪ A minimum of two (2) years' working experience within a similar position. ▪ Must possess a valid Food Handler's Permit
Groundsman	LMO/TS 1	<ul style="list-style-type: none"> ▪ Completion of Primary Education. ▪ Certificate by HEART/NTA in landscaping, horticulture or related discipline would be a definite asset ▪ A minimum of two (2) years' working experience within a similar position.
Administrative Officer	GMG/SEG 1	<ul style="list-style-type: none"> ▪ BSc in Management Studies, Business Administration, Health Administration or equivalent ▪ Certificate in Supervisory Management <p>Plus</p> <ul style="list-style-type: none"> ▪ A minimum of five (5) years' experience at a managerial level within the Health Sector or a service-oriented organisation.
Treatment, Care & Support Officer	HPC/ALH 1	<ul style="list-style-type: none"> ▪ BSc. in Health Sciences/Social Work or equivalent ▪ At least three (3) years field experience with HIV/AIDS ▪ Experience managing HIV/AIDS patients would be definite asset
Accountant	FMG/PA 2	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University or; ▪ ACCA Level 2 or; ▪ Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND <p>PLUS</p> <ul style="list-style-type: none"> ▪ Three (3) years' experience in general Financial and Management Accounting



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Regional Treatment, Care & Support Officer	HPC/ALH2	<ul style="list-style-type: none"> ▪ A Masters Degree in Public Health ▪ At least five (5) years field experience with HIV/ AIDS ▪ Experience managing HIV/ AIDS patients would be definite asset
Surveillance Officer (HIV/STI/Tb)	HPC/ALH2	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Social Sciences or Natural Sciences ▪ Masters in Public Health is a definite asset ▪ At least four (4) years' research/surveillance experience
Regional Clinical Psychologist (HIV/STI/Tb)	HPC/ALH3	<ul style="list-style-type: none"> ▪ PHd Degree in Clinical Psychology ▪ At least five (5) years experience in Child Psychology and Counselling ▪ At least three (3) years experience working with HIV patients ▪ Experience in individual and group counselling would be an asset
Regional Medical Social Work Services Officer	HPC/MSW 3	<ul style="list-style-type: none"> ▪ A Masters Degree in Social Work ▪ At least five (5) years field experience with HIV/ AIDS ▪ Experience managing HIV/ AIDS patients would be definite asset
PMTCT Nurse	HPC/RN 2	<ul style="list-style-type: none"> ▪ Bachelors Degree in Nursing ▪ Registered Nurse (RN) with the Nursing Council of Jamaica ▪ Certified Nurse mid-wife or Certified Nurse in HIV/ AIDS care with at least three (3) years' experience in general nursing ▪ Previous experience in counselling, phlebotomy, research, or public health nursing is an asset.
Data Manager	MIS/IT 4	<ul style="list-style-type: none"> ▪ BSc. in Computer/Information Science OR ▪ ASc. in Computer Science with 3-5 years' experience in a similar capacity. ▪ Familiarity with the current HIV databases is an asset



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Corporate Communications & Public Relations Officer	MCG/IE 5	<ul style="list-style-type: none"> ▪ First Degree in Communications or related discipline ▪ Minimum of two(2) years working experience in the Public Relations/ Communications or the Media; <p>Would be a Distinct Advantage:</p> <ul style="list-style-type: none"> ▪ Training in Research Methodology
Web & Digital Content Officer	MCG/IE 3	<ul style="list-style-type: none"> • Associate Degree in Mass Communication/Information Technology/Computer Science <ul style="list-style-type: none"> • Minimum of three (3) years work experience in the field. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • First Degree in Mass Communication/Information Technology/Computer Science • Minimum of one (1) year work experience in the field
Manager, Customer Service	GMG/SEG 2	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Health Service Management, Business Administration or Management or a related field; ▪ At least five (5) years of experience in Customer Service Management; ▪ Experience with call centres and help desk environments would be an asset; ▪ Certification/experience in Public Relations would be an asset.
Customer Service Monitoring & Evaluation Officer	GMG/AM 4	<ul style="list-style-type: none"> ▪ Asc. Degree in Management Studies or Public Administration or related subject; ▪ At least three 3 years of experience in supporting data collection and analysis and/or work in a research environment ▪ Familiarity with using databases. ▪ Familiarity with statistical tools is an asset.
Customer Care Officer	GMG/AM 3	<ul style="list-style-type: none"> ▪ Diploma in Management Studies, Public Administration, Personnel Management, Business Administration or equivalent ▪ At least two (2) years in Customer Service or performing related functions



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		<ul style="list-style-type: none"> Knowledge of Customer service principles and practices
Customer Care Assistant	GMG/AM 1	<ul style="list-style-type: none"> Four (4) GCE/CSEC/SSC/City of Guilds subjects at the standard acceptable grades inclusive of English Language and Mathematics. Training in Customer Service and Emotional Intelligence.
Director, Facilities, Operations & Maintenance	GMG/SEG 4	<ul style="list-style-type: none"> BSc. Degree in Industrial Engineering or equivalent Post graduate studies in Management MSc. Engineering Management would be a definite asset <p>PLUS</p> <ul style="list-style-type: none"> Five (5) years working experience at the managerial level with at least two (2) years being in the area of Industrial Engineering. Certification in Projects Management and Contract Administration are desirable
Administrative Assistant	GMG/AM 3	<ul style="list-style-type: none"> Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent <p>Plus</p> <ul style="list-style-type: none"> A minimum of three (3) years' working experience as an Administrative Assistant to a Senior Manager.
Regional Maintenance Manager	SOG/ST 7	<ul style="list-style-type: none"> BSc in Mechanical or Electrical Engineering, or equivalent qualifications. Certification in Management Studies. <p>Plus</p> <ul style="list-style-type: none"> A minimum of five (5) years experience in hospital maintenance with at least two (2) years in a supervisory position.
Maintenance Systems Coordinator	GMG/AM 2	<ul style="list-style-type: none"> Diploma in Operations Management, Business Administration or equivalent

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		<ul style="list-style-type: none"> A minimum of three (3) years' working experience within the area of Operations and Maintenance.
Chief Biomedical Engineer	SOG/ST 6	<ul style="list-style-type: none"> First Degree in Biomedical, Electronics or Electrical Engineering is highly desirable OR A First Degree in Electrical Engineering majoring in instrumentation with a minimum of four years' experience. AND Minimum of five years' experience in the supervision of staff and maintenance of medical equipment
Biomedical Equipment Technician	SOG/ST 4	<ul style="list-style-type: none"> Associate Degree in Biomedical Equipment Technology plus a minimum of two years' experience in the repair and maintenance of medical equipment. OR Associate Degree in Electronics Technology or Diploma in Electrical Engineering specializing in Instrumentation and Control with a minimum of three years' experience.
Electro Mechanical Technician	SOG/ST 4	<ul style="list-style-type: none"> HEART Level III in Electrical or Mechanical Engineering. Diploma in Mechanical Engineering or its equivalent Minimum of three (3) years experience as a Electro- Mechanical Engineering Technician. (In a major hospital - a definite asset). <p>OR</p> <ul style="list-style-type: none"> Any equivalent combination of qualification and experience. Computer literate. Possess a valid General Driver's Licence
Chief Electro Mechanical Engineer	SOG/ST 6	<ul style="list-style-type: none"> BSC in Electrical or Mechanical Engineering. Certification in Supervisory Management. Minimum of three (3) years experience as a Senior Mechanical Engineer in a health environment.



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		<ul style="list-style-type: none"> ▪ Any equivalent combination of qualification and experience. ▪ Computer literate.
AC & Refrigeration Technician	SOG/ST 3	<ul style="list-style-type: none"> ▪ Recognized Certification in Air Conditioning ▪ A minimum of two (2) years' working experience with an AC Company or under the supervision of seasoned AC Technician.
Supervisor, AC & Refrigeration Maintenance	SOG/ST 4	<ul style="list-style-type: none"> ▪ Recognized Certification in Air Conditioning ▪ A minimum of five (5) years' working experience with an AC Company or under the supervision of seasoned AC Technician.
Supervisor, Plumbing Services	SOG/ST 4	<ul style="list-style-type: none"> ▪ NCTVET Level 3 Certificate in Plumbing Or ▪ Certificate in Plumbing from a recognized institution Plus ▪ Five (5) years plumbing experience
Manager, Regional Inventory & Fixed Asset	GMG/SEG 1	<ul style="list-style-type: none"> ▪ Bachelor Degree in Business Administration/Management ▪ Certificate in Inventory/Asset Management ▪ Certificate in Supervisory Management ▪ Certificate in Project Management or Logistics
Transport Manager	GMG/SEG 1	<ul style="list-style-type: none"> ▪ First Degree in Management or equivalent. PLUS ▪ Five (5) years' experience at the supervisory level preferably in fleet management or a transport environment ▪ Certificate in Supervisory Management ▪ General Driver's Licence ▪ Island Traffic Authority (ITA) Certification to drive a Government vehicle
Driver 1	LMO/DR 1	<ul style="list-style-type: none"> ▪ Secondary School Certificate; ▪ Certification, Defensive Driving Techniques and First Aid;



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		<ul style="list-style-type: none"> ▪ Successful in the driving test carried out by the Island Traffic Authority; ▪ Must be at least twenty-one (21) years old, the holder of a valid General Drivers' Licence (M/Cars & Trucks N/E 4000 kgs), with a minimum of five (5) years' experience as a Driver; ▪ Possesses a safe driving record; ▪ Basic Motor Vehicle Mechanics would be an asset; ▪ Certification in Emergency Medical Technician would be an asset
Waste Disposal Officer	LMO/TS 3	<ul style="list-style-type: none"> ▪ Secondary School Certification ▪ In-house Training completed satisfactory
Supervisor, CCTV Surveillance System	SOG/ST 4	<ul style="list-style-type: none"> ▪ Associate Degree in ICT/Security related programme ▪ BSc Degree in ICT/Security related programme is a definite asset ▪ Video Surveillance Certification (would be an asset) ▪ Successful completion of on-the-job training ▪ Certificate in Supervisory Management ▪ Five (5) years related experience
Senior CCTV Supervisor	SOG/ST 3	<ul style="list-style-type: none"> ▪ 5 CXC or GCE subjects inclusive of English and a numeric subject ▪ Diploma in ICT/Security related programme ▪ Video Surveillance Certification (would be an asset) ▪ Successful completion of on-the-job training ▪ Certificate in Supervisory Management
CCTV Operator	SOG/ST 2	<ul style="list-style-type: none"> ▪ 5 CSEC/GCE/SSC/City & Guilds subjects inclusive of English and a numeric subject ▪ Video Surveillance Certification(would be an asset) ▪ Successful completion of on-the-job training



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<p>Senior Inventory Officer</p>		<ul style="list-style-type: none"> ▪ Bachelor in Business Administration or Supplies Management; ▪ Two (2) years of working experience in Supplies/Inventory Management. <p>or</p> <ul style="list-style-type: none"> ▪ Associate in Business Administration or Supplies Management; ▪ Three (3) years of working experience in Supplies/Inventory Management. <p>or</p> <ul style="list-style-type: none"> ▪ Diploma in Supplies Management (MIND); <p>Four (4) years of working experience in Supplies/Inventory Management</p>
<p>Inventory Officer</p>	<p>GMG/AM 3</p>	<ul style="list-style-type: none"> ▪ Associate in Business Administration or Supplies Management ▪ Two (2) years of working experience in Supplies Management and or Inventory Management. <p>or</p> <ul style="list-style-type: none"> ▪ Certificate in Inventory Management (MIND) ▪ Three (3) years of working experience in Supplies Management and or Inventory Management.
<p>Storeman</p>	<p>LMO/TS 1</p>	<ul style="list-style-type: none"> ▪ Secondary school leaving certificate ▪ Minimum of one (1) year of experience in a similar capacity. ▪ CSEC passes in English Language and/or Mathematics is a definite asset.
<p>Warehouse Attendant</p>	<p>LMO/TS 1</p>	<ul style="list-style-type: none"> ▪ Completion of Primary School Education ▪ At least 2 CSEC subjects, would be a definite asset ▪ HEART Certification in Housekeeping/Public Area Hygiene Attendant would be an asset ▪ Ability to read and write. ▪ Minimum of one (1) year experience working in a similar capacity.
<p>Director, Finance & Accounts</p>	<p>FMG/PA 4</p>	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized University eg. UWI, UTECH (post-



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		<p>graduate training in Accounting is an asset) or;</p> <ul style="list-style-type: none"> ▪ ACCA Level 2 or 3 or; ▪ A.Sc. Accounting, MIND, along with the completion of revised Government Accounting Course; <p>plus</p> <ul style="list-style-type: none"> ▪ FAA Board Approval (Ministry of Finance & The Public Service) ▪ At least five (5) years post certification experience in general financial and management accounting at a senior level ▪ At least three (3) years in a senior financial management within the government is a definite asset ▪ ACCA designation or equivalent is a definite asset
Manager, Final Accounts & Reporting	FMG/PA 3	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University or; ▪ ACCA Level 2 or; ▪ Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND <p style="text-align: center;">PLUS</p> <ul style="list-style-type: none"> ▪ Three (3) years experience in general Financial and Management Accounting at the senior level.
Manager, Accounts Payable & Payroll	FMG/PA 3	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Accounting /Management Studies with Accounting or BBA from a recognized University or; ▪ ACCA Level 2 or; ▪ Associate Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND <p>PLUS</p> <ul style="list-style-type: none"> ▪ Five (5) years' experience in general Financial and Management Accounting
Payroll Manager	FMG/PA 1	<ul style="list-style-type: none"> ▪ AAT Level 3 or; ▪ ACCA-CAT Level C or;



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		<ul style="list-style-type: none"> ▪ ACCA Level 1 or; ▪ Diploma in Accounting from a recognized University or; ▪ ASc. in Accounting, MIND or; ▪ Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1,2 & 3 or; ▪ Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognized University <p><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ At least four (4) years related working experience of which at least two (2) years must be at the supervisory level.
Senior Final Accountant	FMG/PA 1	<ul style="list-style-type: none"> ▪ AAT Level 2 or; ▪ ACCA-CAT Level B/Level 2 or; ▪ Certificate in Accounting from an accredited University or; ▪ Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or; ▪ ASc. In Accounting, MIND or; ▪ Government Accounting Level 2 – Modules 1 – 5 <p style="text-align: center;"><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Three (3) years' experience in a similar position with overall responsibility for the Account Payables function.
Administrative Assistant	GMG/AM3	<ul style="list-style-type: none"> ▪ Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent <p><u>Plus</u></p> <ul style="list-style-type: none"> ▪ A minimum of three (3) years' working experience as an Administrative Assistant within a health environment
Senior Accounts Payable Officer	FMG/AT 3	<ul style="list-style-type: none"> ▪ AAT Level 3 or; ▪ ACCA-CAT Level 3 or; ▪ ACCA Level 1 or;



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		<ul style="list-style-type: none"> ▪ Diploma in Accounting from a recognized University or; ▪ ASc. In Accounting, MIND or; ▪ Completion of revised Certificate in Government Accounting Course or; ▪ Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized University <p style="text-align: center;"><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Three (3) years' experience in a similar position with overall responsibility for the Account Payables function.
Final Accounts Officer	FMG/ AT 3	<ul style="list-style-type: none"> ▪ AAT Level 3 or; ▪ ACCA-CAT Level 3 or; ▪ ACCA Level 1; or ▪ NVQJ Level 3, Accounting; or ▪ Diploma in Accounting from an accredited University or Community College ▪ Certificate in Accounting from a recognised University or ▪ Certificate in Government Accounting ie. Level 1 Modules 1 - 5 or ▪ Completion of first year in BSc. in Accounting/Management Studies or BBA at a recognised University or; ▪ Completion of first year of ASc. in Accounting at MIND <p style="text-align: center;"><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Two (2) years' experience in general financial accounting.
Senior Payroll Officer	FMG/ AT 3	<ul style="list-style-type: none"> ▪ AAT Level 3 or; ▪ ACCA-CAT Level C or; ▪ ACCA Level 1 or; ▪ Diploma in Accounting from a recognized University or; ▪ ASc. in Accounting, MIND or; ▪ Diploma in Government Accounting, MIND i.e. Government Accounting Levels 1, 2 & 3 or; ▪ Bachelor's Degree in Accounting or Management Studies with Accounting or BBA from a recognised University.



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		<p>PLUS</p> <ul style="list-style-type: none"> ▪ A least three (3) years related working experience of which at least one (1) year must be at a supervisory level.
Bank Reconciliation Officer	FMG/ AT 2	<ul style="list-style-type: none"> ▪ AAT Level 2 or; ▪ ACCA-CAT Level B or; ▪ NVQJ Level 2 Accounting or; ▪ Certificate in Accounting from a recognized University or; ▪ Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or; ▪ ASc. in Accounting, MIND or; ▪ Government Accounting Level 2 Modules 1 - 5 <p>PLUS</p> <ul style="list-style-type: none"> ▪ Two (2) years' experience in financial accounting
Accounts Payable Officer	FMG/ AT 2	<ul style="list-style-type: none"> ▪ AAT Level 2 or; ▪ ACCA-CAT Level 2 or; ▪ Certificate in Accounting from an accredited University or; ▪ Completion of first year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or; ▪ Completion of the first year - ASc. In Accounting, MIND or; ▪ Government Accounting Level 2 - Modules 1 - 5 <p>PLUS</p> <ul style="list-style-type: none"> ▪ One (1) year experience in a similar position with overall responsibility for the Accounts Payable function.
Payroll Officer	FMG/ AT 2	<ul style="list-style-type: none"> ▪ AAT Level 2 or; ▪ ACCA-CAT Level B or; ▪ NVQJ Level 2 Accounting or; ▪ Certificate in Accounting from a recognized University or; ▪ Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or; ▪ ASc. in Accounting, MIND or;



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		<ul style="list-style-type: none"> ▪ Government Accounting Level 2 Modules 1 - 5 <p style="text-align: center;"><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Two (2) years' experience in financial accounting.
Collection & Disbursement Officer	FMG/AT 1	<ul style="list-style-type: none"> ▪ AAT Level 2 or; ▪ ACCA-CAT Level B/Level 2 or; ▪ Certificate in Accounting from an accredited University or; ▪ Completion of second year in B.Sc. in Accounting/Management Studies or BBA at a recognized University or; ▪ ASc. In Accounting, MIND or; ▪ Government Accounting Level 2 - Modules 1 - 5 <p style="text-align: center;"><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Two (2) years' experience in a similar position with overall responsibility for the Account Payables function.
Director, Human Resource Management & Development	GMG/SEG 4	<ul style="list-style-type: none"> ▪ First degree in Management, Public Administration or equivalent. ▪ Specialized/Post graduate training in Human Resource Management and Industrial Relations. <p style="text-align: center;"><u>Plus</u></p> <ul style="list-style-type: none"> ▪ A minimum of ten (10) years' experience in HRM & IR with a reputable firm or public sector, with a staff complement of not less than 500 employees; to include at least five (5) years at the senior management level. ▪ Ability to think and act strategically across a range of functions. ▪ Ability to understand the impact of policy changes on Human Resource Management. ▪ PC operating skills (Human Resource Management Information Systems software and spreadsheets applications).
Manager, Human Resource Development	GMG/SEG 3	<ul style="list-style-type: none"> ▪ Undergraduate Degree in Human Resource Development, Management Studies, Public



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		<p>Administration, Business Administration or related field from a recognized tertiary institution; plus</p> <ul style="list-style-type: none"> ▪ A minimum of four (4) years working experience in human resource development or training, preferably in the public sector, in an organization of similar size and complexity. ▪ Professional training in the design and delivery of training programmes or related field. ▪ Post graduate studies in related field, a definite asset.
Manager, Human Resource Management	GMG/SEG 3	<ul style="list-style-type: none"> ▪ First Degree in Human Resource Management or Development, Management Studies, Business Administration, Public Administration or related discipline from a recognized tertiary institution; plus ▪ A minimum of four (4) years working experience in human resource management, preferably in the public sector, in an organization of similar size and complexity.
Manager, Employee Relations & Wellbeing	GMG/SEG 2	<ul style="list-style-type: none"> ▪ First Degree in Human Resource Management or Development, Industrial Relations, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; ▪ A minimum of four (4) years experience in the administration of employee relations matters and the planning and delivery of welfare initiatives in an organisation of similar size and complexity, two (2) of which should be at a supervisory or managerial level; ▪ Specialised training in Industrial Relations and Conflict Management
Senior Human Resource Officer (Staff Welfare)	GMG/SEG 1	<ul style="list-style-type: none"> ▪ First degree in Human Resource Management/Public Administration/Public Sector Management/Management Studies;



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		<ul style="list-style-type: none"> ▪ Four (4) years working as a Human Resource Practitioner is a definite asset; ▪ Project Management certification is desirable.
Senior Human Resource Officer	GMG/SEG 1	<ul style="list-style-type: none"> ▪ First degree in Human Resource Management/Public Administration/Public Sector Management/Management Studies; ▪ Four (4) years working as a Human Resource Practitioner in the public sector ▪ Specialized training in any of the following is a definite asset: <ul style="list-style-type: none"> ✓ Counselling ✓ Personnel Management, Administration and Procedures ✓ Industrial Relations ✓ Conflict Management ✓ Supervisory Management
Senior Human Resource Officer (PMAS)		<ul style="list-style-type: none"> ▪ First Degree in Management, Human Resource Management or equivalent qualifications; ▪ Three (3) years' experience at a supervisory level in a Human Resource Management or Business Planning environment; ▪ Training in the operation of the Government of Jamaica Guidelines governing Performance Management and Appraisal System would be a distinct asset.
Human Resource Officer	GMG/AM 4	<ul style="list-style-type: none"> ▪ First Degree in Human Resource Management, Management Studies, Business Administration, Public Administration, Psychology or related discipline from a recognized tertiary institution; plus ▪ A minimum of one (1) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity. <p>OR</p> <ul style="list-style-type: none"> ▪ Associate Degree in Human Resource Management, Management Studies, Business Administration, Public Administration,



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		<p>Psychology or related discipline from a recognized tertiary institution; plus</p> <ul style="list-style-type: none"> ▪ A minimum of four (4) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.
Assistant Human Resource Officer	GMG/AM 3	<ul style="list-style-type: none"> ▪ Associate Degree in Human Resource Management or Public Administration/Public Sector Management/Management Studies. <p>Plus</p> <ul style="list-style-type: none"> ▪ A minimum of two (2) years working experience within the area of Personnel Administration
Records Officer 1	PIDG/RIM 2	<ul style="list-style-type: none"> ▪ Five subjects at GCE O'Level/CSEC/SSC or City & Guilds inclusive of English Language and Mathematics. <p>plus</p> <ul style="list-style-type: none"> ▪ A minimum of two (2) years' experience at a clerical level in Personnel Administration or Human Resource within a public sector organization.
Director, Information Communication Technology	MIS/IT 7	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Computer Science/Information Systems or equivalent (Masters Degree in Information Systems or equivalent - a definite asset); ▪ Certification in Project Management Training; ▪ Certification in CISCO Network Administration would be an asset; ▪ Certification in Microsoft System Engineering would be an asset; <p>Plus</p> <ul style="list-style-type: none"> ▪ A minimum of six (6) years related experience of which three (3) years at the management level.



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Administrative Assistant	GMG/AM 2	<ul style="list-style-type: none"> ▪ Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -2 or equivalent <p>Plus</p> <ul style="list-style-type: none"> ▪ A minimum of three (3) years' working experience as an Administrative Assistant within a health environment
Manager, Client Support	MIS/IT 5	<ul style="list-style-type: none"> ▪ First Degree in Computer Science/Information Technology, or equivalent from a recognized University ▪ Formal training in Management or equivalent experience ▪ At least four (4) years' experience in a related field ▪ Professional certifications from recognized IT certification bodies are a definite asset
Technical Support Officer	MIS/IT 4	<ul style="list-style-type: none"> ▪ B.Sc. in Computer Science/ Information Technology or related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Computer Science or its equivalent from an accredited institution with three (3) to four (4) experience in a related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Certificate in Computer Science from an accredited institution with four (4) to five (5) years' experience in a related field and proven ability to communicate in written and oral form.
Programmer Analyst	MIS/IT 5	<ul style="list-style-type: none"> ▪ First Degree in Computer Science/Information Technology or equivalent from a recognized University ▪ Formal training in Management or equivalent experience



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		<ul style="list-style-type: none"> ▪ At least four (4) years' experience in a related field ▪ Professional certifications from recognized IT certification bodies are a definite asset
Software Database Administrator	MIS/IT 4	<ul style="list-style-type: none"> ▪ BSc in Computer Science/Information Technology or related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Computer Science or its equivalent from an accredited institution with three (3) to four (4) experience in a related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Certificate in Computer Science from an accredited institution with four (4) to five (5) experience in a related field and proven ability to communicate in written and oral form.
Manager, Systems & Network Administration	MIS/IT 5	<ul style="list-style-type: none"> ▪ A First Degree in Computer Science / Information Technology or equivalent from a recognized University. ▪ At least five (5) years' experience in a related field. ▪ Formal training in Management or equivalent experience. ▪ Professional certifications from recognized IT certification bodies are a definite asset
Systems Administrator	MIS/IT 4	<ul style="list-style-type: none"> ▪ BSc in Computer Science/Information Technology or related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Computer Science or its equivalent from an accredited institution with three (3) to four (4) experience in a related field; <p>OR</p> <ul style="list-style-type: none"> ▪ Certificate in Computer Science from an accredited institution with four (4) to five (5) experience in a related field and proven ability to communicate in written and oral form.
Network Administrator	MIS/IT 4	<ul style="list-style-type: none"> ▪ BSc in Computer Science/Information Technology or related field;



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		<p><u>OR</u></p> <ul style="list-style-type: none"> ▪ Diploma in Computer Science or its equivalent from an accredited institution with three (3) to four (4) experience in a related field; <p><u>OR</u></p> <ul style="list-style-type: none"> ▪ Certificate in Computer Science from an accredited institution with four (4) to five (5) experience in a related field and proven ability to communicate in written and oral form.
Audit Manager	FMG/ AS 4	<ul style="list-style-type: none"> ▪ A First Degree in Accounts, Finance, Business Administration, Management, Economics, or ACCA Fundamentals or equivalent qualifications. <p>PLUS</p> <ul style="list-style-type: none"> ▪ Over five (5) years of auditing experience and relevant experience in the specialized area. ▪ Successful completion of relevant government auditing courses and Professional Audit Training would be an asset. ▪ Successful completion of the FAA Board Examination.
Senior Auditor	FMG/ AS 3	<ul style="list-style-type: none"> ▪ First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; or ▪ ACCA Fundamentals or equivalent; <p><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Over two (2) but less than five (5) years' experience in audit/specialized area. ▪ Successful completion of Government auditing courses and Professional Audit Training would be an asset.
Senior IT Auditor	FMG/ AS 3	<ul style="list-style-type: none"> ▪ First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; or ▪ ACCA Fundamentals or equivalent; <p><u>PLUS</u></p> <ul style="list-style-type: none"> ▪ Over two (2) but less than five (5) years experience in audit/specialized area.



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		<ul style="list-style-type: none"> ▪ Successful completion of Government auditing courses and Professional Audit Training would be an asset.
Auditor	FMG/ AS 2	<ul style="list-style-type: none"> ▪ First Degree preferably in Accounts, Finance, Business Administration, Management or Economics; or ▪ ACCA Fundamentals or equivalent; PLUS ▪ At least two years of auditing or accounting experience. ▪ Successful completion of Government auditing courses and Professional Audit Training would be an asset.
Senior Projects Engineer/Manager	SOG/ST 9	<ul style="list-style-type: none"> ▪ Bachelor Degree in Civil Engineering, Construction Engineering, Construction Management, Quantity Surveying or any other closely related technical or analytical design field of study – (Membership with the applicable Professional Institution would be an asset). ▪ A Masters Degree in any area listed above would be a definite asset ▪ Certificate in Project Management and Contract Administration is desirable; ▪ Five (5) years' experience in the management of development projects. ▪ Experience in public sector project management would be an asset. ▪ Experience in project planning, design, construction and management of engineering projects would be an asset.
Project Officer	SOG/ST 7	<ul style="list-style-type: none"> ▪ First Degree in Construction Management or equivalent ▪ Minimum of two (2) years' experience in the building construction industry <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Construction Management or equivalent ▪ Minimum of five (5) years' experience in the building construction industry

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		<p><u>Asset</u></p> <ul style="list-style-type: none"> ▪ Training in Project Management
Quantity Surveyor	SOG/ST 7	<ul style="list-style-type: none"> ▪ Degree in Quantity Surveying or related discipline ▪ Minimum of two (2) years' experience in procurement and public tendering <p><u>OR</u></p> <ul style="list-style-type: none"> ▪ Diploma in Quantity Surveying ▪ Minimum of four (4) years experience in procurement and public tendering <p><u>Asset</u></p> <ul style="list-style-type: none"> ▪ Membership with JIQS ▪ Minimum of five (5) years experience in the building construction industry
Project Administrator	GMG/AM 3	<ul style="list-style-type: none"> ▪ Diploma in Business Administration/Certificate in Administrative Management (MIND) Levels 1 -3 or equivalent <p><u>Plus</u></p> <ul style="list-style-type: none"> ▪ A minimum of three (3) years' working experience as an Administrative Assistant within a health environment
Director 3, Public Procurement	GMG/SEG 3	<ul style="list-style-type: none"> ▪ BSc in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field ▪ Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND ▪ Five (5) years related work experience in procurement of goods and services <p><u>OR</u></p> <ul style="list-style-type: none"> ▪ ACCA Level 2 ▪ Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND

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		<ul style="list-style-type: none"> ▪ Five (5) years related work experience in procurement of goods and services <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Accounting, Business Administration or any related fields ▪ Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND ▪ Seven (7) years related work experience in procurement of goods and services
Senior Public Procurement Officer	GMG/SEG 1	<ul style="list-style-type: none"> ▪ 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 ▪ Experience in related field: 3 years <p>OR</p> <ul style="list-style-type: none"> ▪ ACCA Level 2 ▪ Certificate in Public Procurement: UNDP/CIPS Level 2 on INPRI Level 3 and MIND ▪ Experience in related field: 3 years <p>OR</p> <ul style="list-style-type: none"> ▪ Diploma in Business Administration, Accounting or any other related field ▪ Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND ▪ Experience in related field: 5 years
Public Procurement Officer	GMG/AM 3	<ul style="list-style-type: none"> ▪ Diploma in Public Administration/Management Studies/Accounting or any other related field ▪ Three (3) years procurement experience, in a similar position
Public Procurement Administrator	GMG/AM 2	<ul style="list-style-type: none"> ▪ Diploma in Business Administration/Management Studies/Accounting or any other related field ▪ At least 1 year of working experience in the related field



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Public Procurement Clerk	PIDG/RM 1	<ul style="list-style-type: none">▪ Four (4) GCE/CSEC/SSC/City of Guilds subjects at the standard acceptable grades inclusive of English Language and Mathematics.▪ Inventory Management would be an asset.