

SOUTHERN REGIONAL HEALTH AUTHORITY

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **Regional Office**:

PUBLIC PROCUREMENT ADMINISTRATOR (GMG/AM2) (salary range \$986,421 - \$1,172,544 per annum and any applicable allowances)

Under the general supervision of the Director - Public Procurement, the Public Procurement Administrator is responsible for providing complete secretarial/administrative support to the Procurement Unit. This includes first point of contact, time management, correspondence disposition and resolution.

Minimum Required Qualifications and Experience

The ideal candidate must possess:

- Diploma in Business Administration/Management Studies/Accounting or any other related field;
- One (1) year's working experience in the related field.

Required Knowledge, Skills and Specialized Techniques

- Sound Oral and Written Communication and interpersonal skills
- Good Organizing skills
- Ability to take own initiative and be a self-starter
- Ability to maintain confidentiality
- Competent in MS Excel, MS PowerPoint, MS Word and Report Writing
- Good command of the English Language
- High degree of integrity and diplomacy

Key Responsibilities will include:

- Preparation of reports for submission to the Ministry of Finance and the Public Service, Office of the Contractor General and the PPC
- Assisting with the preparation of Monthly Reports
- Maintaining and organizing files and records in accordance with the FAA Act
- Maintaining a correspondence log and dissemination of all incoming and outgoing correspondences in a timely manner
- Co-ordinating & arranging Department and Procurement Committee Meetings
- Recording and generating accurate and timely Minutes for meetings;
- Makes travel arrangements
- Preparation of Purchase Order Requisitions and maintenance of proper Records Management for Purchase Requisitions, Purchase Orders and C.O.D. letters.
- Prepares Purchasing document for dispatch to suppliers, stamps, records and sends Purchase Order requiring GCT exemption to Tax Administration Jamaica;
- Assists with taking information from shipping agents, receiving shipping documents from courier services and delivering them to the Custom Broker.

Applications along with resume should be sent no later than **Friday, September 25, 2020**
to:

Director, Human Resource Management & Industrial Relations
Southern Regional Health Authority
3 Brumalia Road
Mandeville.
E-Mail - jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED