

# Southern Regional Health Authority

**Compassion | Accountability | Respect | Efficiency**  
3 Brumalia Road, Mandeville, Manchester, Jamaica WI  
Tel: (876) 625-0612-3 / 962-9491 / 962-8232  
Website: [www.srha.gov.jm](http://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**:

## **SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1)**

(Salary range \$1,577,167 - \$1,874,755 per annum and any allowance(s) attached to the post.)

### **Job Purpose**

Under the direct supervision of the Director, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

### **Minimum Required Qualifications and Experience**

The ideal candidate must possess:

- Bachelor's Degree in 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 from MIND;
- Three (3) years' experience in related field:  
**or**
- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Three (3) years' experience in related field:  
**or**
- Diploma in Business Administration, Accounting or any other related field;
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
- Five (5) years' experience in related field:

### **Required Knowledge, Skills and Specialized Techniques**

- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills

### **Technical**

- Knowledge of the stipulations of the Financial Administration and Audit (FAA) Act
- Knowledge of the Ministry's policies, practices and procedures
- Knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications

### **Key Responsibilities will include:**

- Preparation of contracts;
- Co-ordinating Public Procurement Tender Closing and Opening exercises;
- Reviews Tender Evaluation reports;
- Assessing quotations and making recommendation for award;
- Preparing addenda to tender documents;
- Ensures that all Ministry contracts are reviewed by the Legal Services Division;
- Maintenance of Contract Register;
- Preparing Procurement Plans for the Ministry;
- Maintains database with current cost and location of goods, works and services and establishes links with other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;

- Liaises with the Finance and Accounts Division to ensure compliance with contract conditions for payments and other Procurement guidelines;
- Maintenance of data file with Government of Jamaica (GOJ) Procurement procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, and Ministry representatives
- Reviews all Tender reports for submission to the Procurement Committee, Ministry Sector Committee, Contracts Committee etc;
- Keeps track of the Procurement process for each submission from preparation of Tender reports to job completion and contract termination;
- Ensures that Procurement Committee and Ministry Sector Committee submission requirements are adhered to and that proper documentation in respect of received bids/proposals is maintained;
- Advises on suppliers reliability/suitable and performance and assists in the formulation of procedures;
- Provides guidance to internal/external customers on the Ministry's Procurement policies and procedures;
- Ensures that Procurement practices conform with the relevant Acts;
- Liaises with the Accounts and Finance Department to ensure that supplier's invoices are paid in a timely manner;
- Establishes and maintains an inventory listing of equipment bought etc.

Applications along with resume should be sent no later than **Friday, July 30, 2021** to:

**Director, Human Resource Management & Industrial Relations  
Southern Regional Health Authority  
3 Brumalia Road  
Mandeville.**

**E-Mail - [jobs@srha.gov.jm](mailto:jobs@srha.gov.jm)**

**NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED**