# 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

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**:

**RE-ADVERTISED**

## SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1 – Band 7) - *VACANT*

(Salary range $3,676,602 – $4,944,621 per annum and the relevant applicable allowances)

Under the general supervision of the Director 3 - Public Procurement, the incumbent will assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Southern Regional Health Authority. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines (Public Procurement Act 2015).

**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:

**Specific Knowledge, Skills & Competencies**

- Sound knowledge of the Public Service Regulations, Staff Orders for the Public Service, The Financial Administration and Audit Act
- Extensive knowledge of Government Public Procurement Act and other GoJ policies that guides the delivery of procurement services
- Knowledge of GoJs Budget Management and Accounting Principles and processes
- Knowledge of Project Management procedures
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award
- Knowledge of office management principles, practices and procedures
- Excellent knowledge of accounting practices as applied to procurement procedures
- Working knowledge of computer applications
- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- Integrity & ethics
- People Management Skills
- Problem Solving and Decision Making Skills
- Excellent Time Management skills

**Key Responsibilities will include:**

- Preparing contracts.
- Coordinating public procurement tender closing and opening exercises.
- Reviewing tender evaluation reports.
- Assessing quotations and making recommendations for award.
- Preparing addenda to tender documents.
- Ensuring that all ORGANIZATION contracts are reviewed by the Legal Department.
- Maintaining contract register.
- Preparing Procurement Plans for the ORGANIZATION.
- Maintaining database with current cost and location of goods, works, and services and establish links with ones in other government agencies.
- Assisting with negotiations with suppliers/contractors to obtain best prices and value for money.
- Liaising with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines.
- Maintaining data file with Government of Jamaica Procurement Procedures.
- Providing liaison services between the PPC, the Ministry of Finance, Office of the Prime Minister and ORGANIZATION representatives.
- Reviewing all tender reports for submission to the Procurement Committee, ORGANIZATION Sector Committee, Contracts Committee and OPM.
- Keeping track of the Procurement process of each submission from preparation of Tender Reports to job completion and contract termination.
- Advising, supporting and assisting employees on all aspects of the procurement process and procedures.
- Ensuring that Procurement Committee and ORGANIZATION Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained.
- Assisting the Director, Procurement to set priorities and to formulate procedures
- Advising the Director, Procurement on suppliers' reliability/suitability and performance.
- Attending meetings of Procurement and Contracts Committee in the absence of the Director, Procurement.
- Providing guidance to Internal/External customer on the Ministry's procurement policies and procedures.
- Developing priority settings for the client.
- Ensuring that cheques and withhold tax certificates are collected by the supplier once goods are received in good condition and according to purchase order.
- Ensuring that invoices are received from suppliers and the appropriate programme managers have signed 'Goods received or Services rendered'.
- Ensuring that procurement practices conform with the relevant Acts.
- Liaising with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner.
- Establishing and maintaining an inventory listing of equipment bought, etc.
- Attending meetings of Procurement and Contracts Committees in the absence of the Director 3, Public Procurement.

Applications along with resume should be sent no later than **Wednesday, November 18, 2026** to:

**Senior Director, Corporate Services**
**Southern Regional Health Authority**
**3 Brumalia Road**
**Mandeville.**
**E-Mail – jobs@srha.gov.jm**

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

**PLEASE INDICATE THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING IN THE 'SUBJECT LINE' OF YOUR EMAIL ****

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