

Housing Agency of Jamaica Limited (HAJL)

invites applications for the following position.

PUBLIC PROCUREMENT MANAGER

(Kingston) – Permanent

Grade C, Band 9 – 1st Point

\$ 5,071,254.00 per annum

Job Purpose:

Under the general direction and supervision of the Managing Director, the Public Procurement Manager has the responsibility to ensure that goods and services required by the Agency are procured and delivered as requested in accordance with the Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities:

The incumbent will have responsibility to:

- Act as eProcurement Coordinator and Lead Evaluator
- Coordinate and conduct procurement compliance reviews
- Coordinate and conduct organization procurement training seminars/workshops
- Coordinate reports for submission to the Board of Directors, MOFPS, OCG and Cabinet
- Ensure that tender documents are accurately prepared in accordance to the GoJ standards and disseminated within a timely manner.
- Monitor the Agency's procurement activities to ensure conformity to the Procurement Plan
- Oversee the contract award process
- Oversee the tendering process
- Provide advice on public procurement
- Represent Unit at Procurement and Contract Award Committees and Board Meetings.
- Represent the Agency at PPC Sector Committee, PPC, Cabinet Infrastructure Committee Meetings.
- Review and approve contract award recommendations within the specified threshold.
- Review procedures for the procurement of works, goods and services carried out by the Agency.
- Review reports for submission to MFP, PPC, OCG and the Office of the Cabinet.
- Provide the Finance and Accounts Department with the necessary assistance and information as it relates to the preparation of payments and reconciliations.
- Manage, monitor, and control the procurement of goods and services and ensure that the objectives and basic principles of procurement guidelines and procedures are complied with.
- Ensure that goods and services are procured on a competitive basis without compromising their quality.
- Monitor the issuing of purchase orders and follow up for receipt/delivery of goods and services.
- Certify all invoices, payment orders and commitment vouchers prior to submitting to the Finance and Accounts Department.

The ideal candidate should have:

Minimum Required Qualification and Experience:

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts and or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4
- Five (5) years related work experience in procurement of goods and services
- Knowledge of Microsoft Suite and MS Outlook
- Knowledge of GoJEP

Required Knowledge, Skills, and Competencies:

- Sound knowledge of the Government Public Procurement Act 2015 and Regulations
- Sound knowledge of the FAA Act
- Sound knowledge of Supplies Management
- Knowledge of Project Management
- Knowledge of Budget Management
- Knowledge of Contract Management
- Knowledge of Tender Management
- Proficiency in the relevant computer application

Special Conditions Associated with the Job:

- Holder of a valid General Driver's License and a Motor Vehicle within good condition
- May be required to travel locally to attend conferences, seminars, and meetings.
- Maybe required to work on weekends or
- May be required to work beyond normal working hours when the need arises.

Applications and curriculum vitae should be sent to hrmanager@hajl.gov.jm no later than **Friday, January 19, 2024**, addressed to:

Senior Manager, HRM & A
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5,

HAJL thanks all applicants for their interest; nevertheless, only those shortlisted for an interview will be contacted.