



## PROCUREMENT MANAGER (GMG/SEG 1)

The **North East Regional Health Authority**, a statutory body under the Ministry of Health with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary and Portland, is seeking a **strong, dynamic, and proactive** individual to fill the position of **Procurement Manager** at its Regional Office in Ocho Rios.

Reporting to the Director, Operations & Maintenance, the Procurement Manager will be responsible for the procurement and timely delivery of goods and services; inviting and assessing tenders; making recommendations regarding the procurement of goods and services; and negotiating and reviewing the performance of contracts.

### Requirements:

- Bachelors degree in Management, Business Administration or related discipline
- Training in purchase/ supplies management
- Three (3) years' experience in Government procurement at managerial level
- Good negotiation and persuasion skills.
- P.C. operating skills with working knowledge of Microsoft Excel and Word Applications
- Knowledge of materials specifications and use
- Good written, oral and time management skills.

### Responsibilities will include:

- Providing general direction and supervision in all areas of purchasing
- Ensuring that all procurement activities and contracts adhere to the policies, procedures and other requirements of the Government of Jamaica, the Ministry of Health and the Regional Health Authority
- Developing, reviewing and monitoring procurement procedures to ensure compliance
- Assisting in establishing operational guidelines for Procurement Committee
- Negotiating contractual agreements for supply of goods within the established guidelines and government's regulations.
- Instituting and following up on policies, procedures and controls to ensure the timely procurement of goods and services.
- Keeping abreast of procurement procedures and ensures uniformity of procedures by conducting seminars for users.

Applications along with detailed resume' should be sent no later than **Tuesday, May 15, 2012** to:

**The Director, HRM & IR**  
**NERHA**  
**34-38 Ocean Village Shopping Centre**  
**Ocho Rios**  
**St. Ann**

**E-mail: [jobs@nerha.gov.jm](mailto:jobs@nerha.gov.jm)**  
**Fax: 795 – 2747**

**We thank all applicants who apply, however only shortlisted applicants will be acknowledged.**