



NORTH-EAST REGIONAL HEALTH AUTHORITY

SENIOR PUBLIC PROCUREMENT OFFICER (GMG/SEG 1)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of public health services within the parishes of St. Ann, St. Mary, and Portland, is seeking to fill the following position at the **Regional Office**.

Senior Public Procurement Officer (GMG/SEG 1 – Band 7) - VACANT

(Salary range \$3,501,526 - \$4,709,163 per annum)

Summary

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 monitors procurement activities and contractor performances and submits monthly/quarterly reports

Minimum Required Qualification and Experience:

- Bachelor's Degree: 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 and MIND.
- Experience in related field: 3 years
- OR
- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
 - and MIND.
- Experience in related field: 3 years
- OR
- Diploma in Business Administration, Accounting or any other related field.
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field: 5 years

Key responsibilities will include but not limited:

- Prepare contracts and Maintain contract register.
- Coordinate public procurement tender closing and opening exercise.
- Review tender evaluation reports.
- Assess quotations and make recommendation for award.
- Prepare addenda to tender documents.
- Ensure that all organization contracts are reviewed by the Legal Department.
- Prepare Procurement Plans for the organization.
- Maintain database with current cost and location of goods, works, and services and establish links with ones in other government agencies.

- Assist with negotiations with suppliers/contractors to obtain best prices and value for money.
- Liaise with finance division to ensure compliance with contract conditions for payments and other procurement guidelines.
- Maintain data file with government of Jamaica procurement procedures.
- Provides liaison services between the public procurement commission, the ministry of finance, office of the prime minister and organization representatives.
- Review all tender reports for submission to the procurement committee, organization sector committee, contracts committee and office prime minister.
- Keep track of the procurement process of each submission from preparation of tender reports to job completion and contract termination.
- Advises, supports and assists employees on all aspects of the procurement process and procedures.
- Ensure that Procurement Committee and Organization Sector Committee submission requirements are adhered to, and that proper documentation in respect of received Bids/Proposals is maintained.
- Assists the Director, Public Procurement to set priorities and to formulate procedures.
- Advises the Director, Public Procurement or Director, Administration & Property Management on supplier's reliability/suitable and performance.
- Provides guidance to Internal/External customer on the Ministry's procurement policies and procedures.
- Ensures that invoices are received from suppliers and the appropriate programme managers have signed "Goods received or Services rendered."
- Ensures that procurement practices conform with the relevant Acts.
- Liaises with the Accounts & Finance Department to ensure that supplier's invoices are paid in a timely manner.

Applications accompanied by resume should be submitted no later than **Wednesday, 2026 October 21** to:

**Director, Human Resource Management & Development
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,
E-mail: jobs@nerha.gov.jm**

**PLEASE INDICATE IN THE SUBJECT LINE OF YOUR E-MAIL THE NAME OF THE POSITION FOR WHICH YOU
ARE APPLYING**

ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED