

PROCUREMENT OFFICER

FOUNDATIONS FOR COMPETITIVENESS AND GROWTH PROJECT

The Planning Institute of Jamaica (PIOJ) seeks to identify suitable applicants for the position of **PROCUREMENT OFFICER** for the FOUNDATIONS FOR COMPETITIVENESS & GROWTH PROJECT.

The position will provide administrative and technical support necessary for the effective execution of procurement procedures and contract management under the Foundations for Competitiveness and Growth Project.

KEY FUNCTIONS INCLUDE:

- Provide administrative and logistical support to the Project Execution Unit, for procurement and contract management activities of the Project
- Assist with the scheduling and coordination of procurement meetings and maintain a calendar of procurement activities;
- Assist with the preparation of all procurement reports and notices;
- Conduct and/or assist in conducting procurement (process) activities as required
- Review ToRs to determine contract management implications
- Prepare contract management timeline for new assignments using template

REQUIRED QUALIFICATIONS AND EXPERIENCE

- First degree in Public Administration/Management/International Relations/Economics or an equivalent qualification from a recognized institution;
- Training and certification in procurement practices and procedures (Level 4 preferred)
- At minimum 3 years' experience in project administration/management or related field/activity;
- At least two years' experience with Government of Jamaica's and/or International Development Partners procurement guidelines and procedures;
- Proficiency in the use of Microsoft Office applications including Word, Power Point, and Excel.
- Proficiency in the use of the Government of Jamaica Electronic Procurement portal would be an asset.

SKILLS AND COMPETENCIES

- Good knowledge of operational and administrative procedures related to programme development, administration and implementation
- Time management and ability to apply good judgment in prioritizing assignments;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Critical thinking and problem-solving skills

The detailed Terms of Reference can be found at the following websites:

<https://www.pioj.gov.jm/employment-opportunities/>

Applications should be submitted no later than **January 21, 2022** to:

Re: Procurement Officer- Project
E-mail: vacancies@pioj.gov.jm

We thank all applicants for their interest however; only short-listed candidates will be contacted.