



JAMAICA SOCIAL INVESTMENT FUND

ISO 14001:2015 CERTIFIED



“INVESTING FOR COMMUNITY DEVELOPMENT”

EXPRESSIONS OF INTEREST

FOR ORGANISATIONS TO HOST INTERNS UNDER AN EMPLOYMENT INTERNSHIP PROGRAMME

The Jamaica Social Investment Fund (JSIF) was established in 1996 as a component of the Government of Jamaica’s strategy to reduce poverty. The Fund promotes, appraises, finances and supervises social and economic infrastructure projects, including but not limited to schools, roads, agro-processing, water sanitation, health centres, community centres, scholarship programmes, internships, and capacity building training.

This exercise seeks to identify and create a short list of entities willing to facilitate interns for temporary employment within their organizations under the JSIF’s Vocational Employment Internship Programme which will be implemented in 2019/2020.

The interns to be placed are certified in the following areas:

Construction	Data Entry	Cosmetology	Carpentry	Welding
Business Administration	Commercial Food Preparation	Customer Service	Housekeeping	Bartending

Expressions of Interest (EOI) are now invited **solely from private sector institutions or non-governmental organizations** to host interns in their workplace as a means of providing work experience and increasing employability for young adults from these target communities.

Organizations responding to this EOI must provide the following:

- Detailed company profile with proof of registration/legal status
- Information on organizational structure and management
- Information on the job type/tasks for which interns are required within the organization
- The number of interns the entity is willing to temporarily host and the desired duration of internship
- Indication of why the organization would like to participate in the Vocational Employment Internship Programmes

Host entities will be responsible for routine supervision of interns, including submission of attendance registers and performance reviews. Hosts will not receive any remuneration if selected to participate in the programme, and intern stipends will be solely the responsibility of the JSIF.

Please note that only organizations with offices in the parishes of Kingston & St. Andrew, St. Catherine, Clarendon and St. James, will be considered.

Expression of Interest and supporting documents must be delivered to the address below or emailed to contracting@jsif.org on or before 4:00 pm on

Friday, March 15, 2019.

General Manager – Finance and Procurement
Jamaica Social Investment Fund

Ground Floor, The Dorchester
11 Oxford Road (Entrance on Norwood Avenue), Kingston 5
Phone: (876) 968-4545
Fax: (876) 929-3784
Website: www.jsif.org