**JAMAICA SOCIAL INVESTMENT FUND**

***ISO 1400:2015 Certified***

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**EMPLOYMENT OPPORTUNITY**

The Jamaica Social Investment Fund seeks to hire a suitably qualified person for the following position:

**PROCUREMENT OFFICER**

The successful candidate’s primary responsibilities will include:

* Administering tender process from preparation and publishing/advertising of procurement notices to contract signing.
	+ Coordinating weekly Bid Evaluation Committee (BEC), to include minutes taking, review bid evaluation reports and reports for the selection of consultants.
	+ Managing contract approval and award process through the respective procurement

 committees and attending Contract/Sponsor agreement signing ceremony’s

* + Monitoring and reporting on the status of all contracts.
	+ Preparing internal and external monthly and quarterly reports.
	+ Updating Procurement Plans

Requirements:

* At least a Bachelor of Science degree in Business Administration, Public Administration, or other equivalent and related discipline
* At least 4 years’ experience in a procurement environment (*preferably public sector*)
* Knowledge of procurement practices of an international donor agency would be an asset
* Procurement training/certification would be an asset
* Experience working in a project management environment
* Sound knowledge of the Government of Jamaica Procurement Procedures & Policies
* Knowledge of Contracts management
* Strong analytical skills
* Well-developed time management & organizational skills
* Excellent oral and written communication skills
* Good interpersonal skills
* High levels of integrity and confidentiality
* A keen investigative and enquiring mind
* Computers skills (MS office suite)

If you meet the requirements, please submit your application by **May 20, 2019**to:

**General Manager Corporate Services**

**Jamaica Social Investment Fund**

**The Dorchester Building**

**11 Oxford Road, Kingston 5**

**Email:** **jobs@jsif.org**

We thank all interested applicants however only persons short-listed for interviews will be contacted.