



The CHASE Fund

invites applications to fill the position of:

SENIOR PUBLIC PROCUREMENT OFFICER

To co-ordinate execution of procedures for the timely and cost-effective procurement of goods, equipment, materials and services on behalf of the CHASE Fund, in accordance with GOJ stipulated Procurement Policies & Procedures.

Responsibilities include the preparation of contracts; preparation of tender documents; coordination of public procurement tender closing and opening exercises; assessment of quotations; and preparation of Procurement Plans.

QUALIFICATIONS & 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
- At least three (3) years related experience

TECHNICAL COMPETENCIES REQUIRED

- Good knowledge of the stipulations of the FAA Act.
- Good knowledge of the Ministry's Policies, Practices and Procedures.
- Good knowledge of the Procurement Guidelines
- Proficiency in the relevant computer applications.

Applications must be submitted no later than
Friday, April 12, 2019 to:

**Culture, Health, Arts, Sports & Education Fund (CHASE)
8 Belmont Road
Kingston 5
or send to
chase12@cwjamaica.com**

**Please specify RESUME: SENIOR PUBLIC PROCUREMENT
OFFICER in the subject line**

*We appreciate your interest in this advertisement;
unfortunately, only short-listed candidates will be
contacted.*