



The CHASE Fund
invites applications to fill the position of:

PUBLIC PROCUREMENT OFFICER

To assist in the procurement processes required for the acquisition of goods and services on behalf of the CHASE Fund, in accordance with GOJ stipulated Procurement Policies & Procedures.

Responsibilities include:

- Preparation of tender notices and advertisements;
- Preparation of RFQ for goods, general services and minor works;
- Represent the procurement unit at tender closing and opening exercises as Tender Officer;
- Preparation of quarterly contracts awards for submission to the Contractor General's Office;
- Preparation and review of technical specifications
- Review and evaluation of proposals
- Various activities related to vendor management
- Monitoring and reporting on the procurement implementation status and progress as required.
- Maintenance of bond and insurance database.
- Maintenance of procurement records

QUALIFICATIONS & EXPERIENCE

- Diploma in Public Administration, Management Studies, Accounting or any other related field
- At least three (3) years procurement experience, in a similar position.

TECHNICAL COMPETENCIES REQUIRED

- Extensive knowledge of the Procurement Guidelines and Procedures.
- Excellent knowledge of contract administration
- Ability to research and evaluate technical proposals and recommend contracts for award.
- Knowledge of office management principles, practices and procedures
- Knowledge of accounting practices.
- Proficiency in the relevant computer applications.

Applications must be submitted no later than **Tuesday, September 24, 2019** to:

Culture, Health, Arts, Sports & Education Fund (CHASE)
8 Belmont Road
Kingston 5

or send to

chase12@cwjamaica.com

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

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