

# JAMAICA SOCIAL INVESTMENT FUND

*ISO 14001:2015 Certified*



## 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:**

- Executing all related activities required for the procurement of goods, works and services  
Administering tender process from preparation and publishing/advertising of procurement notices to contract signing.
- Managing contract approval and award process through the respective procurement committees
- Updating various applications as the tender progress.
- 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 2 years' experience in public procurement
- Sound knowledge of Government of Jamaica (GOJ) Public Procurement Act 2015, Public Procurement Regulations 2018 and other supporting administrative guidelines and multilateral partner/funding agency stipulations
- Procurement training/certification
- Professional Certification from International Procurement Institute (INPRI) would be an asset
- Experience working in a project management environment
- Knowledge of Contract administration
- 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
- Proficiency in Microsoft Office Suite

If you meet the requirements, please submit your application to:

**General Manager Corporate Services  
Jamaica Social Investment Fund  
The Dorchester Building  
11 Oxford Road, Kingston 5  
Email: [jobs@jsif.org](mailto:jobs@jsif.org)**

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