



GOJ PUBLIC PROCUREMENT PAGE

MINISTRY OF FINANCE AND THE PUBLIC SERVICE SPECIAL EARLY RETIREMENT PROGRAMME

The Government of Jamaica, through budgetary allocation, intends to fund project staff to support the Special Early Retirement Programme (SERP).

The SERP is aimed at qualified members of the public sector who are 50-59 years of age who are active members of the GOJ's pension scheme administered by the Ministry of Finance and the Public Service. The Project forms one aspect of the overall Transformation Strategy of the Government. A Central SERP Unit is to be established at the Ministry of Finance and the Public Service, along with bolstering key MDAs to support the implementation of the programme. To this end, the Ministry is seeking to secure the services of the following project staff on a full-time basis:

PROJECT POSITION	REQUIRED MINIMUM QUALIFICATIONS
Pensions Processing Expert	Responsible for the planning and effective execution of the functions of the Computation team to ensure the efficient and timely processing of the payments under the SERP to public officers. 1. First Degree in Public Administration or Management Studies or a related field. 2. Seven (7) years' experience in Pensions Administration. 3. Sound knowledge of statutes/legislations/regulations/policies and procedures governing pensions. 4. Managerial and Customer Service skills.
Project Administrator	The Administrative Assistant will provide administrative support to the implementation team including the Project Manager. 1. Certification in Administrative Management or related qualification. 2. Knowledge of Public Sector administrative practices. 3. Good working knowledge of Microsoft Office Suite. 4. Well-developed interpersonal and communication skills and an ability to liaise with people from diverse sociocultural backgrounds.
Computation Officers	Responsible for the processing of retirement benefits to public officers under the SERP. 1. Certificate/Diploma in Public Administration or Management Studies or other related field or an equivalent with a minimum of 2 years' experience. 2. Computer literacy.
Early Retirement Liaison Officers	Responsible for the coordination of communication between the central SERP unit and the Ministries/Departments or Agencies and the resolution of issues arising from the applications for participation in the programme and to generally ensure that the relationship is as beneficial as possible. 1. Diploma in Public Administration or Management Studies or other related field. 2. General knowledge in respect to the HR practices in the public sector 3. Excellent interpersonal and communication skills and an ability to liaise with people from diverse sociocultural backgrounds.
HR Officers	Responsible for the providing coordination and support for the SERP programme within an MDA by executing administrative and support tasks as directed. 1. Certificate/Diploma or higher in Human Resource Management, Public Administration, Management Studies or other related field. 2. Knowledge of HR functions.

The Ministry of Finance and the Public Service (MOFPS) now invites eligible and qualified individuals to submit full curricula vitae for the mentioned positions. **Project Staff in the Implementation Unit will be engaged for nine (9) months. All staff will be housed at the Central SERP Unit except the HR Officers; HR Officers will be placed in key MDAs to support the SERP.**

The detailed job descriptions for the positions are available on the website of the Ministry of Finance and Public Service at www.mof.gov.jm. Interested persons should forward their applications and curricula vitae **NO LATER THAN October 20, 2017** to: -

**The Procurement Specialist
Transformation Implementation Unit
Office of the Prime Minister
1 Devon Road, Kingston 10
Email: tiuprocure@mof.gov.jm**

We thank all interested persons for applying; however, please note that only shortlisted applicants will be contacted. The Ministry of Finance and the Public Service reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of a curriculum vitae.



Invites sealed bids for

Proposed Corporate Office Renovation

Scope: Petrojam Limited hereby invites sealed bids from eligible and qualified bidders to supply supervision, labour, quality assurance, transportation, tools and equipment necessary for the renovation of its Corporate Office's Ground Floor. Renovations are to include but not limited to new internal wall, new floor, new ceiling, new bathroom, new electrics and new air conditioning system.

Eligibility

Requirements: (1) Copy of valid Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL); (2) Proof of registration with the National Contracts Commission in the category of Building **Construction Grade 1** and Bid Security of Five Hundred Thousand Dollars (J\$500,000.00) in one of the forms specified in the Bidding Documents.

A complete set of Bidding Documents in English will be available for download as at Monday, October 9, 2017 on the Government of Jamaica Electronic Procurement website www.gojep.gov.jm. Registration instructions are available on the website listed on the system. Registration is required for vendors to participate in the Tender. Bids shall be valid for a period one hundred and twenty (120) calendar days after the bid closing date. Bids must be submitted online via www.gojep.gov.jm no later than **Friday, November 10, 2017 at 10:00 a.m.**

Online Bid Opening takes place on **Friday, November 10, 2017 at 10:05 a.m.** An online bid opening report will be sent to all bidders that submitted a proposal.

For additional information please visit Petrojam Limited's website at <http://www.petrojam.com>

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids.

To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training please contact the support desk at (876) 932-5220.

NOTICE

PLEASE CHECK THE
MINISTRY'S WEBSITE FOR THE
FULL DOCUMENTS

For Bookings Email:

jisadvertising@gmail.com || procurement@jis.gov.jm