



GOJ PUBLIC PROCUREMENT PAGE

GOVERNMENT PUBLIC PROCUREMENT



PROGRAMME MANAGER ENTERPRISE CONTENT MANAGEMENT SYSTEM IMPLEMENTATION

The Government of Jamaica (GOJ) has received loan financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of the Strategic Public Sector Transformation Project (SPSTP) and intends to apply part of the proceeds towards the hiring of a Programme Manager.

The objective of this assignment is to support the reform and transformation of the Ministry of Finance and Public Service through:

1. Leading and directing the deployment of the Enterprise Content Management (ECM) solution across the Ministry and specified departments and agencies and
2. Overseeing the re-engineering of identified processes and workflows, including the design and implementation of change management strategies to support business process optimization.

The Ministry of Finance & Public Service (MoFPS) now invites eligible and qualified individuals to submit full Curriculum Vitae for **Consultancy Services as Programme Manager- Enterprise Content Management System Implementation in the Ministry of Finance and Public Service (MoFPS) for a period of twelve (12) months.**

The Consultant is expected to among other things:

- Coordinate and control the execution of the budget, plans, procurement and project activities associated with the implementation of the ECM programme.
- Align the ECM projects with the transformation goals of the Ministry of Finance and Public Service, Jamaica Customs Agency, Tax Administration Jamaica, and Accountant General's Department.
- Develop legislative and policy recommendations, and ensure all deliverables conform to best practices and industry standards.

Qualifications and Experience :

- i. Post Graduate qualifications in Management, Business Administration, Human Resource Management or other related discipline, or Post-graduate training in Project Management.
- ii. Extensive experience leading Change Management and ECM initiatives.
- iii. Qualifications/training in strategic management and risk management.
- iv. Over eight (8) years' experience working with and facilitating the implementation of multiple large ICT projects concurrently in a dynamic setting.
- v. Knowledge of relevant GOJ legislation, policies and guidelines would be an asset.

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and Public Service at www.mof.gov.jm.

Interested persons should forward their applications and curriculum vitae **NO LATER THAN Friday May 27, 2016** to: -

The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance & Public Service
30 National Heroes Circle, Kingston 4
Email: spstp@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 Public Service reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of curriculum vitae.



SOUTHERN REGIONAL HEALTH AUTHORITY

PROCURING ENTITY

Southern Regional Health Authority

SCOPE:

Provision of Security Services at the:
1. Percy Junor Hospital
2. Black River Health Centre
3. Santa Cruz Health Centre
4. Black River Hospital
5. Chapelton Community Hospital

NCC GRADE

&/OR CATEGORY Safety and Security Services

CONTACT INFORMATION

Procurement Manager (Acting)

ADDRESS OF ENTITY

3 Brumalia Road, Mandeville, Manchester

TELEPHONE NO(S)

961-8344, 962-8232, 625-0612-3

COST OF TENDER DOCUMENT

\$3,000.00

AVAILABILITY OF BID DOCUMENTS

Tuesday, May 10, 2016

BID CLOSES ON

Tuesday, June 7, 2016 @ 2:00 p.m.
(Late bids will be rejected)

DOCUMENTS REQUIRED WITH TENDER SUBMISSION

- Copy of a valid Tax Compliance Certificate (TCC) and /or Tax Compliance Letter (TCL)
- Proof of current registration with National Contracts Commission (NCC) in the category of **Safety and Security Services**
- Copy of current Private Security Regulation Association (PSRA) registration
- Proof of adequate liability insurance (to cover employees and Public Liability)
- Audited Financial Statements for the last **three (3) years**, i.e. **2013, 2014 & 2015**
- Tender security must be provided for facility No. 1, 4 & 5 – in the form of:
 - a) **Manager's cheque in the amount totalling \$300,000.00, or**
 - b) **Tender bond from a bank/insurance company in the amount of \$300,000.00 (stamped by the Stamp Duty Division)**
- Minimum three supportive Client references

The tender security must be valid for a period of **120 days** commencing **June 7, 2016**.

Complete tender documents must be returned to the same office and placed in the box so designated for Tender Documents, not later than **2:00 p.m.** on **Tuesday, June 7, 2016**. A public opening will be conducted at **2:15 p.m.** that same day in the Regional Office Board Room.

Funding for these projects is through the Ministry of Health/Southern Regional Health Authority.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jsadvertising@gmail.com
procurement@jis.gov.jm