



**JOB PURPOSE**

Under the supervision of the Administrator, Social Assistance Programmes, the Senior Case Officer provides social interventions, counselling and career development support to clients of the Public Assistance Division (P.A.D.) of the Ministry including the Programme of Advancement Through Health and Education (P.A.T.H.), Steps to Work (S-T-W), Youth Empowerment Strategy (Y.E.S.) and Special Youth Employment and Training projects, by assisting them to identify barriers to their economic well-being and working with them to devise strategies to overcome these barriers. The Social Worker must ensure that the social work functions are executed efficiently and effectively throughout the assigned parish through the use of appropriate case management methodologies established for the programmes as a part of the Government of Jamaica guidelines and procedures.

**The key outputs are:**

- Clients assessed, introduced to and registered for participation in the programmes most relevant to their needs
- Client Individual Development Plans developed, documented and implemented
- Accurate and up-to-date case files maintained on each client
- Clients linked to appropriate supporting agencies
- Programme implemented for monitoring clients' participation/progress in interventions or on the job
- Reports completed as required
- Weekly Itineraries submitted to PAD Administrator

**QUALIFICATIONS REQUIRED AND EXPERIENCE**

- BSc Social Work Or
- A First Degree in Social Sciences and a Certificate in Social Work
- Three (3) years related experience

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Applicant must own and operate a reliable motor vehicle
- Ability to work in volatile communities
- Ability to work long hours and on Public Holidays, as required
- Ability to work in immediate post-disaster environments, man-made and natural.

**SPECIAL COMPETENCIES**

- Excellent report writing skills
- Interviewing, investigating and analyzing techniques
- Ability to communicate effectively orally and in writing with persons at all levels
- Knowledge of the services offered by various social assistance agencies.
- Excellent inter-personal relationship skills

**DEADLINE FOR SUBMISSION**

Responses should be submitted in hard copy or via e-mail no later than the close of business **Wednesday July 15, 2015** to the attention of:

**Procurement Manager  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4  
Telephone: 876-967-0420  
E-mail: consultancy@mlss.gov.jm**

**NOTICE**

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

**For Bookings Email:**

[jsadvertising@gmail.com](mailto:jsadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)



**South East Regional Health Authority**

**Invites sealed bids for Resurfacing of Parking Lot at Kingston and St. Andrew Health Department.**

**Scope:** Resurfacing of Parking Lot at Kingston and St. Andrew Health Department.

**NCC Category:** Road Maintenance Works (Grade 1-3) or Asphaltic Concrete Works (All Grades)

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **Monday July 06, 2015** (Mondays-Fridays @9:00 a.m. to 4:00 p.m.)

Bidding documents are available for the non-refundable sum of **\$3,000.00** from the South East Regional Health Authority 25 Dominica Drive, The Towers, 2<sup>nd</sup> Floor, Kingston 5. Bids shall be valid for a period of **120 days** after bid closing date. Bid must be submitted between the hours of **9:00 a.m. and 11:00 a.m. Thursday, July 30, 2015.**

**Contact Information:** Procurement Manager [naidinel@serha.gov.jm](mailto:naidinel@serha.gov.jm)

**Address:** South East Regional Health Authority  
25 Dominica Drive  
The Towers, 2<sup>nd</sup> Floor, Kingston 5  
Telephone No. 754-3443; Fax No. 926-4019

**THE MINISTRY OF LABOUR & SOCIAL SECURITY**

**Invitation for Bids  
Supply of Computers and Accessories**

Offers are invited from Tenderers for the supply of **computers and accessories** for the Ministry's **National Insurance Scheme Department.**

**ELIGIBILITY OF CONTRACTORS**

- Copy of a valid Tax Compliance Certificate (TCC) indicating that they are tax compliant at the time of submission of tenders; and
- Copy of valid NCC registration reflecting validity at the time of tender in the category of Computers & Supplies.
- Bid Security representing not less than 0.5% of the bid sum.

**AVAILABILITY OF TENDERS**

Tender documents will be made available at a non refundable cost of **Two Thousand Dollars (\$2,000.00)** in cash or manager's cheque payable to Permanent Secretary, Ministry of Labour & Social Security, as of **July 14, 2015** between the hours of **10 a.m. and 4 p.m.** Documents should be collected on the Ground Floor, Procurement Unit, 1F North Street, Kingston.

**Tender Submission & Closing**

Tenders must be deposited in the Tender Box marked **LCB NO: MLSS-NIS-C&A-2015-122+**, located in the Lobby area of the Ministry of Labour & Social Security, 1 F North Street Kingston on the Ground Floor, on or before **2:00 p.m. Monday, August 17, 2015. Late tenders will not be accepted.**

Tenders will be opened on **Monday, August 17, 2015 at 2:15 p.m.** in Conference Room D, 1st Floor, 1F, North Street, Ministry of Labour & Social Security.

**Ministry of Labour & Social Security reserves the right to abort the process at anytime and not be held legally responsible.**

## REQUEST FOR NOMINEES

### Establishment of National Contracts Commission (NCC) Specialist Sector Committees.

The Ministry of Finance and Planning (MoFP) is now in the process of accepting applications from suitably qualified persons within the Public and Private Sector for selection to serve on the newly constituted Specialist Sector Committees (SSC). The new SSC structure will be in the following categories:

- Insurance
- General and Consulting Services
- Works
- Goods
- Information and Communication Technology

Responses must include Curriculum Vitae and should be forwarded through respective Permanent Secretaries, Heads of Departments, Chief Executive Officers, Heads of Procuring Entities and specific Private Sector Associations/Organizations.

Further details and a copy of a Terms of Reference to guide responses will be available on the Ministry of Finance and Planning's website at: [www.mof.gov.jm](http://www.mof.gov.jm)

**If you are interested in doing business with the government, you are invited to view tender notices for procurement contracts on this page.**



**TOURISM SECURITY COURTESY CORPS  
Montego Bay, Ocho Rios, Runaway Bay, Negril, Falmouth,  
Port Antonio and Kingston**

The Tourism Product Development Company (TPDCo) invites tenders from suitably qualified entities to carry out **tourism security services** in each Resort area mentioned above.

**Scope of Works**

The Tourism Product Development Company Ltd (TPDCo) in collaboration with the Tourism Enhancement Fund (TEF) invites firms to tender for the provision of tourism security and courtesy services for the captioned programme. The security and courtesy services will interalia include the provision of:

- Patrol services in areas as designated, to assist in preventing soliciting and harassment of visitors.
- Information and Direction of visitors as well as local residents on various subjects including location of attractions, restaurants and places of interest.
- Effect arrest where applicable of persons breaching the Tourist Board Act within the prescribed areas.

**Tender Requirements**

Bidders must submit the following, along with their technical specifications and documentations, for eligibility at the time of the Opening:

1. Copy of a valid National Contracts Commission (NCC) Certificate in the category: **Safety & Security Services.**
2. Copy of a valid Tax Compliance Certificate (TCC).
3. Proof of valid registration with the Private Security Regulation Authority (PSRA).
4. Proof of up-to-date and adequate liability Insurance (to cover all company operatives and or persons acting in the company's interest).
5. Audited Financial Statements for the last three (3) years of the company's operations.
6. A completed, signed and stamped Service Provider's Bid Form.
7. Bid security in the amount of \$3,000,000.00

**Failure to adhere to 1-7 above will result in automatic disqualification of bid (s).**

**Tender Process**

Tender Documents will become available as at **Monday July 6, 2015** between the hours of **9:00 a.m. and 4:00 p.m.** at the Office of TPDCo., 4<sup>th</sup> Floor, 64-70 Knutsford Boulevard, Kingston 5 at a non-refundable cost of **Five Thousand Dollars (\$5,000.00)** in cash or manager's cheque made payable to the Tourism Product Development Co. Ltd.

**Submission of Tenders**

Completed proposals and four (4) copies are to be submitted in sealed envelopes clearly marked:

**"REQUEST FOR PROPOSAL - SECURITY AND COURTESY SERVICES"**

and placed in the designated tender box, located in the lobby area of TPDCo's Corporate Office on or before **12:00 noon Wednesday August 5, 2015.** Any proposal received after the closing time for submission of proposals shall be returned unopened. The proposals shall be opened publicly by the client at **12:15 p.m.** on the date of return of the submission of proposals in the main conference room of the offices of TPDCo. All queries concerning the proposal shall be made in writing to:

**Dennis Hickey  
Executive Director  
64 – 70 Knutsford Boulevard  
Kingston 5**

**Tender Opening**

The tender opening will be at **12:15 p.m. on Wednesday, August 5, 2015** in the Conference Room at TPDCo's Office located on the 4<sup>th</sup> Floor 64-70 Knutsford Boulevard, Kingston 5 and it is open to the public. Interested contractors or their authorized representatives are invited to attend the opening.

[www.tpdco.org](http://www.tpdco.org)



**TOURISM ENHANCEMENT FUND  
INVITATION TO TENDER  
RFP FOR FRAMEWORK AGREEMENT  
REST STOP & PUBLIC BEACH SIGNS**

The Tourism Enhancement Fund (TEF) invites tenders from suitably qualified entities to execute **Signage Services.**

**Scope of Works**

The scope of works for the proposed service contract entails;

- i. Identify and procure all material, equipment and labour required to manufacture and install the signs at the specified locations.
- ii. To fabricate and install Aluminum signs.
- iii. Transport the fabricated signs to the specified locations for installation.
- iv. To install signs to specification.

**Tender Requirements**

Applicants must provide evidence of being registered with the National Contracts Commission (NCC) in the category of **Signage** and provide a Tax Compliance Certificate (TCC).

All documents must be valid on the date of the tender opening; failure to adhere to these requirements will result in automatic disqualification.

**Tender Process**

Tender Documents may be collected starting **Tuesday June 16, 2015** at the Office of TEF., 1<sup>st</sup> Floor, 64-70 Knutsford Boulevard, Kingston 5.

**Submission of Tenders**

Tenders are to be deposited in the designated tender box located in the Lobby area at TEF's Office on 64-70 Knutsford Boulevard, Kingston 5 by **12:30 p.m. on Tuesday July 7, 2015.** Tenders must be submitted in a plain, sealed envelope clearly addressed:

**RFP#110-520-1-5  
Special Projects Officer  
Tourism Enhancement Fund.  
First Floor, 64 -70 Knutsford Boulevard  
Kingston 5; Tel.: 908-5970**

**Tender Opening**

The tender opening will be at **12:45 p.m. on Tuesday July 7, 2015** in the Board Room at TEF's Office located on the 1<sup>st</sup> Floor 64-70 Knutsford Boulevard, Kingston 5 and it is open to the public. Interested contractors or their authorized representatives are invited to attend the opening.

**Cost of Tender document:** **\$2,000.00** in cash or Manager's Cheque payable to Tourism Enhancement Fund.

EXTENDED TO JULY 14, 2015