



# GOJ PUBLIC PROCUREMENT PAGE

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PROCUREMENT

## MINISTRY OF LABOUR AND SOCIAL SECURITY

### REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit Letters of Interest and full Curriculum Vitae for the following positions:

#### 1. GRANTS ADMINISTRATOR – SEG1

##### ASSIGNMENT OBJECTIVES

The **Grant Administrator** facilitates delivery of Entrepreneurship Grants and technical support under the **Steps to Work Project** to eligible members of PATH households as a means of building the families' income-generation and self-employment capacity. The incumbent therefore has responsibility to ensure that the Grant Initiative is delivered in accordance with established procedures, for supervising the operation of the parish Entrepreneurship Grant Committees, managing a programme of Field Monitoring to ensure that grant recipients are provided with the technical support to facilitate viability of micro-enterprises supported, and that identified best practices are adhered to. The Grant Administrator will monitor the Grant budgets of each parish, present parish submissions for approval at the central level, facilitate disbursement of approved benefits to clients and maintain a Database of all related activities and prepare monthly activity and outcome reports on the programme delivery.

##### QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Administration or equivalent qualification
- Two years' experience in an administrative capacity

#### 2. CASE MANAGEMENT ADMINISTRATIVE ASSISTANT – GMG AM2

##### ASSIGNMENT OBJECTIVES

Under the direction of the **Case Management Implementation Manager**, the **Case Management Administrative Assistant** is responsible for providing administrative support necessary for the effective execution of case management functions that support the Social Protection Project (SPP) and the overall institutional strengthening of the Ministry's Public Assistance Division

##### QUALIFICATIONS AND EXPERIENCE

- Certification in Administrative Management from an accredited University or equivalent qualification
- Three (3) years' work experience
- Training in Records Management
- Experience working in the area of social services would be an asset.

#### 3. CASE MANAGEMENT COORDINATOR – GMG/SEG1

##### ASSIGNMENT OBJECTIVES

Under the direction of the **Case Management Implementation Manager**, the **Case Management Technical Coordinator** is responsible for providing technical and administrative support to the Case Management Implementation Manager. The Officer is required to support the Social Protection Project (SPP) and the overall institutional strengthening of the Ministry of Labour and Social Security's Public Assistance Division by:

- a) Conducting reviews of the assessment, treatment planning and social interventions
- b) Coordinating activities under the case management strategy to ensure that targets and timelines are achieved
- c) Maintaining social services networks to foster seamless coordination between the parish office and the service provider
- d) Training and retooling social workers in case management applications

##### QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Social Work, Sociology or Social Psychology.
- At least three (3) years' experience working in the area of Social Work
- Knowledge of Case Management processes and activities
- Experience in training
- Experience working with high risk populations and with communities

#### 4. QUALITY CONTROL COORDINATOR – SOG/ST7

##### ASSIGNMENT OBJECTIVES

Ensure quality of service delivery for the PATH by:

- Designing an internal system of spot checks to be implemented periodically to allow the PATH to detect and correct problems in a timely manner
- Monitoring and reporting on the service standards that have been developed for PATH both at the Head Office and at the Parish level.
- Supporting the strategic collaboration between the Ministry of Education, the Ministry of Health and the Ministry of Labour & Social Security in undertaking the implementation of the PATH.

##### QUALIFICATIONS AND EXPERIENCE

First Degree in the Social Sciences. The post also necessitates training in Research Methods and experience in conducting Programme Evaluations. Strong mathematical skills would also be an asset.

Detailed advertisements may be seen on the Ministry's website at the URL <http://www.mlss.gov.jm/pub/index.php?artid=75>.

Responses should be submitted in hard copy or via e-mail no later than the close of business **Friday February 12, 2016** 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](mailto:consultancy@mlss.gov.jm)

## MINISTRY OF LABOUR AND SOCIAL SECURITY

### REQUEST FOR CURRICULUM VITAE

Individuals are being invited to submit Letters of Interest and full Curriculum Vitae for the following positions:

#### 1. PROGRAMMER/ANALYST – ITS

##### ASSIGNMENT OBJECTIVES

To develop and implement information systems in accordance with the requirements of divisions  
To design and develop websites and Intranets  
To encourage office automation in support of increased productivity of office personnel

##### QUALIFICATIONS AND EXPERIENCE

B.Sc. in Computer Sciences or equivalent from an accredited tertiary institution  
At least 3-4 years of programming, including web development, with 1-2 years as a Programmer/Analyst

#### 2. SUPPORT TECHNICIANS – IT4

##### ASSIGNMENT OBJECTIVES

The Support Technician is responsible for troubleshooting and maintaining computers, scanners and printers located in various departments and divisions throughout the Ministry of Labour and Social Security's Head Offices, Local Offices and outstations. The person is responsible for ensuring high quality support services by providing quick turnaround times for troubleshooting, diagnosing, and repairing of malfunctioning equipment. He/she should also be competent to resolve minor problems affecting the Ministry's local area and wide area network (LAN/WAN) including, both software and hardware.

##### QUALIFICATIONS AND EXPERIENCE

Diploma or Bsc. in Computer Science from a recognized Institution  
(A+ Certification is an asset).

Specific Knowledge of

- Windows, XP, Vista, Win7, Win8, 2000, 2003, 2008, 2012 Server (Active Directory), Linux operating systems, Microsoft Office, Open Office, FOSS, etc.
- Hardware Troubleshooting

#### 3. SYSTEMS ANALYST – ITS

##### ASSIGNMENT OBJECTIVES

To develop, implement and maintain information systems in accordance with the requirements of the various division/units and to secure and protect the Ministry's database repositories.

##### QUALIFICATIONS AND EXPERIENCE

B.Sc. in Computer Sciences or equivalent from an accredited tertiary institution  
At least 1 year of programming, with 2 years' experience in designing and maintaining databases in enterprise environment.

#### 4. SYSTEMS ADMINISTRATOR – ITS

##### ASSIGNMENT OBJECTIVES

- To assist with the provision and maintenance of a secure, reliable and efficient computing environment that permits users to perform their functions effectively.
- To provide information technology capability to achieve acceptable response times especially during peak periods, and to minimize down times to an acceptable level
- To support the information requirements of the Ministry's MIS projects/programmes in a timely, responsive and cost-effective manner
- To make recommendations and implement upgrades and expand existing hardware to accommodate the growing data processing and information needs of the Ministry

##### QUALIFICATIONS AND EXPERIENCE

B. Sc. in Computer Sciences or equivalent from a recognized tertiary institution 3 –4 years in a WINDOWS/UNIX/LINUX environment.

Informix/, MS SQL/MySQL Database Systems Administration  
Windows (2003/2008/2012), SCO UNIX, LINUX Server Systems Administration  
Windows 2008/ 2012 Hyper-V R2 TCP/IP Networks  
Network services (DHCP, DNS, WINS, WWW, Proxy, VPN, firewall, TFTP)

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