



THE MINISTRY OF LABOUR AND SOCIAL SECURITY
INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME - IDB LOAN
No. 2889/OC-JA

REQUEST FOR CURRICULUM VITAE
INDIVIDUALS ARE INVITED TO SUBMIT A LETTER OF INTEREST AND FULL
CURRICULUM VITAE FOR THE FOLLOWING POSITION:

GRAPHIC ARTIST

Assignment Objective
To enhance the look and feel of the Labour Market Information System (LMIS) website, enabling it to be more user friendly and interactive.

Specific Activities
The Graphic Artist shall:

- Develop a detailed Project Plan indicating as a minimum the phases and activities or tasks within each phase; the start and end dates; the assigned roles; and the planned deliverable products. The Graphic Artist shall present the Project Plan to the LMIS and MIS management team for review and approval
- Conduct requirements gathering sessions with LMIS utilising at best, the most appropriate techniques that can effectively capture the needs of the client and produce at least 3 mock-ups of the graphical user interfaces for review and approval by the LMIS and MIS management team
- Work closely with the Ministry's IT team to get the specifications for all the website elements including graphic elements; create the graphic elements based on the specifications and submit all the elements to the LMIS and MIS for review and approval
- Work closely with the team by reviewing and providing feedback on the work as it progresses; offering guidance on fonts and colours and modifying and re-submitting specifications/designs as requested or needed. Present the website with the newly designed interfaces to the Ministry for review and approval

Submit a Contract Closeout Report to inform LMIS that the new user interface has been completed and that all outstanding problems/issues (if any) have been addressed to the satisfaction of the LMIS and MIS.

Required Education and Experience
The position requires that the incumbent has a Bachelor Degree in one of the following fields:

- Graphics Design
- Media and Communication
- Fine Art
- A related field

The position requires that the incumbent has 3 years or more experience in related field.

APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN FRIDAY
FEBRUARY 12, 2016, ADDRESSED TO:

The Procurement Manager
Programme of Advancement Through Health and Education - PATH
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4
Telephone: 876-967-0420
E-mail: consultancy@mlss.gov.jm

MINISTRY OF LABOUR AND SOCIAL SECURITY
INTEGRATED SOCIAL PROTECTION AND LABOUR PROGRAMME
- LOAN NO: 2889/OC-JA

REQUEST FOR INDIVIDUAL CONSULTANCY SERVICE

Individuals are being invited to submit a Letter of Interest and full Curriculum Vitae, for the following consultancy:

CONSULTANCY TO DESIGN A SHORT MESSAGING SERVICE (SMS) COMMUNICATIONS STRATEGY

ASSIGNMENT OBJECTIVE
The overall objective of the consultancy is to design a **Short Messaging Service (SMS) campaign relating to the Parenting Pilot for parents of children 2-6 years in PATH households.** The Consultant will also be required to develop messages to address non-compliance of children in PATH Households who are attending schools and alternative payment. PATH intends to deliver these messages via cellphone, as such the consultant will be required to draft the Terms of Reference for the company that will deliver the messages. The consultant will be required to interact with MLSS team and other critical stakeholders to gather more information on the activities relating to the implementation of the pilot and the operations of PATH.

SCOPE OF WORK

- Provide technical advice and support on the component to the Social Marketing and Management Information System (MIS) Manager and liaise with the Managers on all matters related to the management of the project
- Conduct Gap Analysis on the MLSS, MIS currently delivery of SMS and provide technical recommendations on how to improve same
- Liaise with the consultant currently developing the Parenting MIS and provide feedback on the scheduling of messages/notifications to stakeholders
- Coordinate the development of the campaign
- Develop TOR for firm to deliver the messages
- Develop and attend regular meetings relating to the implementation of the Campaign
- Develop content for the campaign based on curriculum for the parenting pilot and information on PATH compliance and payment strategies and indicate the scheduling of the messages
- Design the messages and make recommendations as to how best to incorporate them in the parenting programme
- Review Curriculum to be implemented for parents of children (2-6 years old) and develop/messages accordingly
- Design Work Plan and Implementation Plan while differentiating between the facts and the frequently asked questions on parenting
- Design messages that are geared towards Social Marketing and Behaviour Modification strategies for parents on PATH
- Ensure that messages are in line with ethos of the social marketing and PATH on a whole
- Test messages with respective stakeholders
- Adjust messages based on Review sessions
- Conduct interviews with beneficiaries to get a better understanding as to their attitude towards receiving SMS messages and provide recommendations where necessary.

QUALIFICATIONS AND EXPERIENCE

- First Degree in Social Sciences or related discipline that is in line with executing the Job effectively
- At least 3 years' experience in Social Marketing Behaviour change.
- At least 3 years' experience in developing SMS campaigns.
- Knowledge and experience working with MIS would be an asset.

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

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

 **Government of Jamaica**
Ministry of Transport, Works & Housing

 **NATIONAL WORKS AGENCY**

Invitation to Tender

The National Works Agency invites eligible contractors to submit tenders for Rehabilitation Works at **Dawkins Drive, St. Catherine**. The works include, but is not limited to, site clearance, earthworks and pavement application along the road sections as specified.

Eligibility: It is mandatory that contractors be on the National Contracts Commission (NCC) List of Registered Contractors, at the specified level in any of the following categories, for their tenders to be eligible: Grades 1,2 or 3 in the Asphaltic Concrete Works, or General Road Works categories

Availability: Tender Documents will be made available from **Thursday, February 4, 2016, to Friday, February 26, 2016** from the National Works Agency, Corporate Office, 140 Maxfield Avenue, Kingston 10 in the Directorate of Regional Implementation & Special Projects.

The closing date for the return of Tenders is **10:15 a.m on Monday, February 29, 2015**. Please log on to www.nwa.gov.jm for further details.

"Developing Safe, Reliable & Quality Roads" www.nwa.gov.jm

 **Government of Jamaica**
Ministry of Transport, Works & Housing

 **NATIONAL WORKS AGENCY** 

Invitation to Bid
MAJOR INFRASTRUCTURE DEVELOPMENT PROGRAMME

The Government of Jamaica (GOJ), acting through the Ministry of Transport, Works and Housing, has committed funds from the Major Infrastructure Development Programme (MIDP), jointly financed by the China Exim Bank and the GOJ, toward the cost of the Sub-Contract Works

The National Works Agency, acting on behalf of China Harbour Engineering Company Limited, the main contractor, now invites sealed bids from eligible and qualified bidders for rehabilitation works for the **Lacovia (Tombstone) to Gutters road in the parish of St. Elizabeth.**

Eligibility: Bidders must be registered with the National Contracts Commission (NCC) in Grade 1 of the General Road Works or Road Surfacing (Asphaltic Concrete Works) category and must have a valid Tax Compliance Certificate (TCC) at the time of bid.

Availability: Bidding Documents will be available as of **Monday, February 1, 2016** from the Directorate of Major Projects, National Works Agency, 140 Maxfield Avenue, Kingston 10, Jamaica W.I., between the hours of 9:00 am and 4:00 pm Monday to Friday.

The closing date for the return of Bids is **11:00 a.m. on Monday, February 22 2015**. Please log on to www.nwa.gov.jm for further details.

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