



## Strategic Public Sector Transformation Project

### CONSULTANT TO DEVELOP STAKEHOLDER COMMUNICATION PROTOCOL

The Government of Jamaica has received funding from the World Bank towards the Strategic Public Sector Transformation Project and intends to apply a portion of the proceeds to fund a consultant to develop a Protocol on Communicating with Stakeholders inclusive of the Media.

The Ministry of Finance & Planning (MoFP) now invites eligible and qualified individuals to submit full Curriculum Vitae for **Consultancy Services as Consultant to Develop Stakeholder Communication Protocol** in the Public Enterprise Division (PED), Ministry of Finance and Planning (MoFP) for a period of **Seventy (70) days commencing April, 2016**.

The Consultant will have the demonstrated capability of developing Communication Protocols and Corporate Social Responsibility Frameworks for Boards in the Private and Public Sectors. The Consultant will be expected to reside in Jamaica for the period of time during the project.

The Consultant will be required to provide evidence of successfully completing similar work and have the following minimum qualifications:

- i) Graduate Degree in Communication Studies with a working knowledge of Stakeholder Engagement.
- ii) A minimum of five years' experience working in the areas of Communication with an understanding of Stakeholder Relationship and Engagement, with at least two major projects of similar scope successfully implemented within the last five years;
- iii) Demonstrated experience in analysing and developing Communication Protocols for Public Sector Bodies over the past five years.

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and Planning at [www.mof.gov.jm](http://www.mof.gov.jm).

Interested persons should forward their applications and curriculum vitae **NO LATER THAN March 24, 2016 to:**

**The Procurement Specialist  
Strategic Public Sector Transformation Project  
Ministry of Finance & Planning  
30 National Heroes Circle  
Kingston 4**

Email: [spstp@mof.gov.jm](mailto: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 Planning reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of curriculum vitae.



## Strategic Public Sector Transformation Project

### EVENT AND CONFERENCE COORDINATOR

The Government of Jamaica has received funding from the World Bank towards its Strategic Transformation Programme and intends to apply a portion of the proceeds to the Change and Culture Management component of the Ministry of Finance's Strategic Transformation Programme, to be applied amongst other things to funding a consultancy for an Event and Conference Coordinator.

The Ministry of Finance & Planning (MoFP) now invites eligible and qualified individuals to submit full Curriculum Vitae for Consultancy Services as **Event and Conference Coordinator** in the Ministry of Finance and Planning (MoFP) for a period of **nine (9) months commencing April, 2016**.

The objective of this assignment is to undertake the full execution of two (2) Conferences by ensuring that all the arrangements, logistics, administrative needs for the Conferences are fully met.

The consultant will be required to have:

- Experience in Event Coordination within the last 10 years
- Ten years or more experience working with Public, Private, or IGO Stakeholders
- Graduate Degree in Event Planning, Public Relations, Communications, Economics, Business Administration/ Management or any related field.
- Professional references which indicate successful completion of similar work (Provide contact information for 2 references)

The detailed Terms of Reference for the Consultancy Services is available on the website of the Ministry of Finance and Planning at [www.mof.gov.jm](http://www.mof.gov.jm)

Interested persons should forward their applications and curriculum vitae **NO LATER THAN March 18, 2016 to:**

**The Procurement Specialist  
Strategic Public Sector Transformation Project  
Ministry of Finance & Planning  
30 National Heroes Circle  
Kingston 4**

Email: [spstp@mof.gov.jm](mailto: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 Planning reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of curriculum vitae.

GOVERNMENT PUBLIC PROCUREMENT

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



### Petrojam Limited invites sealed bids for the Provision of Signs and Signage

**Scope:** Petrojam Limited invites bidders to submit bids for the provision of signs and signage at its facilities located at Marcus Garvey Drive, Kingston 15; Newport West, Kingston 15 and Freeport, Montego Bay, St James. The duration of the contract is **three (3) years**.

**Eligibility Requirements:** (1) Valid Tax Compliance Certificate or Tax Compliance Letter and; (2) Valid National Contracts Commission certification in the category of **Signage, Grade 2 minimum**. Bids submitted without the aforementioned documents will be rejected.

**Collection of Bidding Documents:** Bidding Documents will be available from **Tuesday, March 15, 2016 during 9:00 a.m. and 4:00 p.m.**, at Petrojam's Corporate Office located at 75 Marcus Garvey Drive, Kingston 15 at a cost of **J\$2000** via cash or manager's cheque. **Failure to purchase the bidding documents directly from Petrojam Limited shall result in the rejection of the bid.**

Bids shall be valid for a period of ninety (90) calendar days after the bid closing date. Bids must be submitted by **10:00 a.m., Tuesday, April 5, 2016**.

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



### NATIONAL LAND AGENCY Invites sealed bids for the PROVISION OF CLOSED USER GROUP (CUG) SERVICES

**Scope:** Provision of Closed User Group (CUG) Cellular Services, inclusive of the Supply of Cellular Telephones (330 Accounts)

**NCC Registration:** Information Technology Services

**Procurement Method:** Local Competitive Bidding

**Collection Date:** As of **March 15 – 24, 2016 (9: 00 a.m. - 3:00 p.m. Monday to Friday)**

**Cost of Tender Document:** **\$3,000.00** (payable to Cashier)

**Bid Validity Period:** 60 days after bid closing date

**Bid Submission Deadline:** **April 8, 2016 at 11:00 a.m.**

**Bid Opening:** **April 8, 2016 at 11:15 a.m.**

**Contact Information:** The Procurement Officer [nlaprourement@nla.gov.jm](mailto:nlaprourement@nla.gov.jm)

For additional information, please visit the National Land Agency's Website at <http://www.nla.gov.jm>