



CAREER OPPORTUNITY

The **Jamaica Information Service (JIS)**, an **Executive Agency**, invites applications from suitably qualified professionals for the following position:

MANAGER, PUBLIC PROCUREMENT

Salary range: \$6,333,301.00 - \$8,517,585.93 per annum

Job Scope

Under the direction of the Director, Corporate Services, the Manager, Public Procurement has the responsibility of ensuring that goods and services required by the Agency are procured and delivered, as requested, in accordance with the Government of Jamaica Procurement Act 2015 and Regulations.

Core Functions

- Provides advice to the Director, Corporate Services, other Directors and Managers on procurement policies and procedures.
- Manages, monitors and controls the procurement of goods and services and ensures that the objectives and basic principles of the procurement guidelines and procedures are complied with.
- Coordinates reports for submission to the Ministry of Finance and the Public Service (MOFP), Office of the Contractor General (OCG), Public Procurement Commission (PPC), and Cabinet.
- Oversees the tendering and contract-awarding processes.
- Represents the Agency at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings.
- Monitors the Agency's procurement practices and ensures that they conform to the Procurement Plan and the Financial Administration and Audit (FAA) Act.

Required Competencies

- Excellent leadership, communication and interpersonal skills.
- Excellent problem-solving and negotiating skills.
- Sound knowledge of Government Public Procurement Act 2015 and Regulations, and the FAA Act.
- Knowledge of Supplies, Contract and Tender Management.
- Proficiency in the relevant computer application software.

Minimum Required Qualification and Experience

- BSc in Business or Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or any other related field
 - Certificate in Public Procurement; UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Five (5) years related work experience in procurement of goods and services.
- OR**
- Diploma in Accounting, Business Administration or any related field
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or MIND
 - Seven (7) years related work experience in procurement of goods and services.

Applications along with résumés should be forwarded no later than **Friday, April 10, 2026** to:

**The Director
Human Resource Management & Development
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm**

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.