



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.*

**MINISTRY OF HEALTH
PROJECT EXECUTION UNIT**

REQUEST FOR CURRICULUM VITAE

**SUPPORT FOR THE HEALTH SYSTEMS STRENGTHENING FOR THE PREVENTION
AND CARE MANAGEMENT OF NON-COMMUNICABLE DISEASES PROGRAMME**

The Government of Jamaica (GoJ) and the Inter-American Development Bank (IDB) have negotiated a loan agreement to improve health system efficiency in Jamaica. The objective of the Support for the Health Systems Strengthening Programme (HSSP) is to improve the health of Jamaica's population by strengthening comprehensive policies for the prevention of Non-Communicable (Chronic) Diseases. As part of the initial preparation activities for the project, the Ministry is required to establish a Project Execution Unit (PEU).

The PEU will be responsible for programme administration, including planning, budgeting, accounting, procurement, application of social and environmental safeguards, monitoring, and reporting regarding progress on programme implementation. To this end, the Ministry is seeking to secure the services of the following full-time project staff:

Procurement and Administration Manager

OBJECTIVE:

The main objective of the consultancy is to support the Ministry of Health (MOH) and its Project Execution Unit (PEU) in building procurement expertise, particularly as it relates to processes and procedures that are aligned with procurement policies of the Inter-American Development Bank (IDB) within the PEU. The Procurement specialist will be responsible for the preparation of the Project's Annual Procurement Plan as well as the preparation of the Procurement Documents and will carry out all procurement processes according to the IDB's policies. The work will be undertaken considering procurement strategies for the local market and considering best international practices in similar projects. The consultant will support the optimization of procurement processes between IDB and Government of Jamaica (GoJ) so that the procurement documents can be approved on schedule while generating competition, promoting efficiency in the use of the project's resources and facilitating the works and consultancies' execution.

QUALIFICATIONS:

1. The consultant must hold a Master's degree in Business Administration, Management Studies, Finance, Law or any other relevant field.
2. Training/Certification in Procurement and Contract Management.
3. At least 8 years' experience in procurement activities, management in projects financed by multilateral institutions.
4. Demonstrated knowledge of GoJ's procurement laws, policies and procedures as well as procurement policies, practices, and procedures of the IDB.
5. Demonstrated knowledge of the Financial Administration and Audit Act.
6. Core and Technical Competencies: Stakeholder management, team-working skills and training experience desired.

Financial Management Specialist

OBJECTIVE:

The main objective of the consultancy is to support Ministry of Health (MOH) in building financial management expertise within the Project Execution Unit (PEU). The consultant will be responsible for the financial management of the Project, implementing the necessary mechanisms and controls to ensure appropriate and transparent use of the resources to achieve the Project's targets, in the agreed contract's schedules and according to the Operations Manual and the Bank's regulations and policies

The Ministry of Health now invites eligible and qualified individuals to submit full Curriculum Vitae for the mentioned positions. Project Staff in the Project Execution Unit will be engaged for two (2) years in first instance after which the contractual terms will be reviewed and an extension of the period may be considered.

The detailed Job Descriptions for the positions are available on the website of the Ministry of Health at www.moh.gov.jm. Interested persons should forward their applications and curriculum vitae in writing and should be deposited in the tender box **NO LATER THAN 2:00 p.m. on Friday, December 21, 2018** at: -

**Ministry of Health
Project Execution Unit
Ground Floor
10-16 Grenada Way
Kingston 5**

We thank all interested persons for applying; however, please note that only shortlisted applicants will be contacted. The Ministry of Health reserves the right to withdraw this invitation without providing reasons(s) at any time before the indicated deadline for submission of a curriculum vitae.

Financial Management Specialist cont'd

QUALIFICATIONS:

1. The consultant must hold a Master's degree in Business Management, Finance, Economics or Public Accountability.
2. At least 8 years' experience in financial management in projects financed by multilateral institutions.
3. Experience in using the Integrated Financial Information System (IFIS), accounting software and costs centre. Experience in preparation of financial programming and cash flows, experience in analysis and interpretation of accounting information and financial statements, experience in preparation of bank reconciliation. Experience in fiduciary monitoring. Experience in fulfilment of action plans after financial audits results. Experience in building a record archive. Team-working skills, training experience and training experience desired. Sound Knowledge of the Financial Administration and Audit Act.

Administrative Officer

OBJECTIVE:

The Administrator of the PEU is responsible for the day-to-day functioning of the Unit while providing support to the Project Manager, who is responsible for the strategic direction of the Unit, and other PEU staff.

The Administrator's objectives are to:

- Ensure the effective day-to-day operations of the PEU by managing its resources.
- Support staff to achieve the overall objectives and outcomes of the PEU.
- Provide continuous updates on the activities of the PEU with respect to the objectives of Component I, under the Supervision of the Executive Director.

QUALIFICATIONS:

1. At a minimum, a Bachelor's degree in a Social Science or related field.
2. At a minimum, 3 years' proven experience working in an administrative or similar capacity, for example research assistant.
3. Basic proficiency in data analysis (quantitative and qualitative) and report writing.