

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.

Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

The purpose of a valid TRN in GOJEP is to:

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Login to the system (www.gojep.gov.jm);
- II. Select the Supplier management link (under the Supplier Administration section on the left);
- III. Select the Edit organisation link/button;
- IV. For the Taxation Registration Number (TRN): prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
 - a. Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
 - b. Tax eligibility information for your organisation will print on the Tender Opening Reports generated by the system;
 - c. The system will send you an email reminder, fourteen (14) days prior to the expiration of your organisation's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- VI. Select the Save button once you have entered the above information.

TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability	000009999	TRN must begin Incorporated with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/ 0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003, etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered.

For additional information, please call the Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251 or by sending an email to: papucustomer@mf.gov.jm.

GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.