



Ministry of Finance & the Public Service

CAREER OPPORTUNITIES

The Establishment of the Information, Communication and Technology Authority (ENICTA) Transition Project

PROJECT NAME: STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
IBRD LOAN NO.: 8406JM
COMPONENT: ADAPTIVE PUBLIC SECTOR APPROACHES TO PROMOTE FISCAL SUSTAINABILITY

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 project staff to support the Establishment of the Information and Communication and Technology Authority (ENICTA) Transition Project.

The GoJ is embarking on an ICT transformation process in an effort to improve services to citizens and businesses in Jamaica. It is recognised that currently there is no one organization that has full responsibility for ICT and related services.

In order to achieve these objectives, a Project Implementation Unit is to be established at the Ministry of Science & Technology to execute the ENICTA Transition Project. To this end, the Ministry is seeking to secure the services of the following project staff:

Executive Programme Lead

Job Purpose

The Executive Programme Lead is expected to use accepted and proven Programme Management and leadership practices for carrying out the assignment. The Executive Programme Lead will develop, and submit deliverables as specified in these Terms of Reference. The Executive Programme Lead will be expected to relate to stakeholders at all levels within the Government of Jamaica.

QUALIFICATIONS:

- Master's degree in Business Administration, Management or other relevant discipline;
- PMP Certification is a plus;
- A minimum of ten (10) years experience in ICT, with five (5) years hands-on relevant experience in project management activities and/or transition activities.

Business Impact Lead

Job Purpose

The Business Impact Lead will be expected to interpret agreed business processes developed in conjunction with the Implementation Consultant and consult with the management representatives of the various legacy teams to identify gaps in the existing business processes vis-à-vis the agreed business processes.

QUALIFICATIONS:

- University Degree in Business Administration, Human Resources, Computer Science or related field;
- 5+ years experience in the analysis of business processes and requirements;
- 3+ years experience in a similar role in an IT environment.

Communications & Change Lead

Job Purpose

The Communications & Change Lead will be expected to conduct a SWOT analysis of the elements of the communication function (People, Structure and Communication Tools), and conduct a critical assessment of the "As Is" working environment of the legacy entities so as to inform the communication strategy going forward.

QUALIFICATIONS:

- Minimum of a first Degree in Communication, Public Relations, Integrated Marketing & Communications or related field from an accredited institution;
- Eight (8) years experience in public sector communication;
- Five (5) years experience in Change Management.

The Ministry of Finance & the Public Service (MOFPS) now invites eligible and qualified individuals to submit full Curriculum Vitae for the mentioned positions.

The detailed Terms of References for the positions are available on the website of the Ministry of Finance and the Public Service at www.mof.gov.jm. Interested persons should forward their applications and curriculum vitae **NO LATER THAN February 22, 2019** to: -

**The Procurement Specialist
Strategic Public Sector Transformation Project
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston 4
Email: spstp@mof.gov.jm**

Human Resources Lead

Job Purpose

The Human Resources Lead will be expected to be in consultation with the Legal Advisor, undertake the required actions for the staffing and operationalization of the ICT Authority. In collaboration with the other programme leads, interface closely with the relevant Management Teams in the new ICT Authority and key stakeholders to ensure the smooth transition of existing processes and the development of new ones as required related to Human Resources Management and Development.

QUALIFICATIONS:

- Master's degree in Business Administration, Human Resource Management, Human Resource Development, Industrial Relations, Public Sector Administration or other relevant discipline for the position;
- A minimum of ten (10) years progressive experience in Human Resource Management/Development; managing complex and challenging HR projects; leading project teams and/or sub-teams related to the delivery of large HR project solutions; managing resources to meet the needs of the business, understanding business strategy, and creating plans for implementing that strategy.

Information Technology Lead

Job Purpose

The Information Technology Lead is expected to apply ICT industry best practices in the execution of the assignment, ensuring the ICT Authority facilitates a structured and standardised ICT environment, capable of coordinating and regulating ICT across MDAs in an effective and cost-efficient manner. The Information Technology Lead will develop, and submit deliverables as specified in these Terms of Reference.

QUALIFICATIONS:

- MSc in IT or Engineering-related degree preferred;
- 8+ years experience enabling business through IT implementation, with growing responsibility to full enterprise IT Strategy.

Legal Advisor

Job Purpose

The Legal Advisor is expected to use accepted and proven best practices of the profession and leadership skills for carrying out the assignment. Advice and actions are to be informed by research and relevant precedent related to the merger of existing entities.

QUALIFICATIONS:

- a) Bachelor of Law degree;
- b) Certificate of Legal Education;
- c) A minimum of ten (10) years practice at the Bar.



Jamaica Customs Agency

Invitation for Bids

The Jamaica Customs Agency invites eligible and qualified bidders to submit sealed bids for the **Supply and Delivery of One (1) Trailer Head to Jamaica Customs Agency.**

Procuring Entity: Jamaica Customs Agency

Scope: Supply and Delivery of One (1) Trailer Head to Jamaica Customs Agency

NCC Category: Motor Vehicle & Spares

Procurement Method: National Competitive Bidding

Eligibility Requirements: Copy of a valid National Contracts Commission Registration and Tax Compliance Certificate or Tax Compliance Letter clearly showing expiration date.
Bid Security in amount of **\$236,003.34**

Availability of Tender Documents: Bidding documents will be available for download as at **Monday, February 11, 2019** on the Government of Jamaica electronic Procurement Website (www.gojep.gov.jm).

Deadline for Bid Submission: Bids must be submitted online via www.gojep.gov.jm on **Thursday, March 7, 2019 at 11:00 a.m.** **Late Bids will be Automatically rejected by the System.**

Bid Opening: An online bid opening will take place on **Thursday, March 7, 2019 at 11:15 a.m.**

An Online bid opening report will be sent to all bidders who submitted a proposal.

Contact Information: Director Administration (Acting)
naidine.samuels@jacustoms.gov.jm

Address: Jamaica Customs Agency
Myers Wharf, Newport East
Kingston 15
Telephone no. 876-922-5140-9
Fax no. 876-948-6920

This is an online Tender where tenders will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of tender documents.

To participate in this tender opportunity, Suppliers must first be registered on the Government of Jamaica Electronic Procurement System via the platform at www.gojep.gov.jm.

To register, please select the "Register as a supplier" link from the system home page.

For assistance regarding training, download of tender documents and upload of tender proposals, please contact the Ministry of Finance, Procurement and Asset Policy Unit Customer Care Desk at: 876-932-5220/876-932-5246/876-932-5253 or via email at papucustomer@care@mof.gov.jm.



Invitation for Bids

Fabrication and Installation of Floating Heat-Traced Pipeline

Scope: Petrojam Limited hereby invites a sealed bid from eligible, interested and qualified contractors for mechanical works for the **Fabrication and Installation of Floating Heat-Traced Pipeline for Asphalt Export** at Petrojam Limited's Refinery located at 75-96 Marcus Garvey Drive, Kingston 15.

Collection Date: A complete set of Bidding Documents in English will be available for download from **Monday, February 11, 2019**, on the Government of Jamaica's Electronic Procurement website www.gojep.gov.jm. Registration instructions are available at www.gojep.gov.jm and all interested bidders are required to register.

Eligibility Requirements: Valid Tax Compliance Certificate and Valid National Contracts Commission Registration in the category of **Mechanical Works Grades 1-2**

Submission Deadline: Bids must be submitted online via www.gojep.gov.jm no later than **Wednesday, February 27, 2019 at 2:00 p.m. Jamaica time (UTC-05:00)** and bids must be valid for One Hundred and Twenty (120) calendar days after the date of bid submission. Late Bids will be rejected. Bids will be opened online on **Wednesday, February 27, 2019 at 2:05 p.m. Jamaica time (UTC -05:00).**

This is an online managed Tender, and tender documents and Supplier Bids will only be made available and accepted via the electronic Government Procurement Portal (www.gojep.gov.jm). No offline (hard copies) Bids will be accepted and there will be no physical tender box for drop-off of Bids. To participate in this tender opportunity, Suppliers must first be registered and know how to use the electronic Procurement System, www.gojep.gov.jm.

Please register on the e-GP System by selecting the Register as a supplier link from the home page.

For assistance and training, please contact the support desk at: 876-932-5220.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

For Bookings Email:
jisadvertising@gmail.com,
procurement@jis.gov.jm