



GOJ PUBLIC PROCUREMENT PAGE

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@foc.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.

MINISTRY OF LABOUR AND SOCIAL SECURITY

NATIONAL INSURANCE SCHEME

REQUEST FOR CURRICULUM VITAE

Individuals Consultants are being invited to submit a Letter of Interest and full Curriculum Vitae for the following position:

DEVELOPER ANALYST

JOB INTRODUCTION AND BACKGROUND

The Government of Jamaica (GOJ) outlined a policy for Public Sector Transformation for all Ministries, Departments and Agencies (MDA) in keeping with vision 2030. The vision of a transformed public sector is a modern public service that is fair, values people, and delivers high quality services consistently.

The Ministry of Labour and Social Security (MLSS) in playing its part has embarked on plans to streamline its operations to provide the public with a more reliable, efficient and effective service. This will involve the re-engineering of the existing and automation of new business processes. To ensure successful development and implementation of new solutions across the Ministry's agencies and department, it is necessary that the MLSS increase its Information and Communications Technology (ICT) capacity by recruiting business and developer analysts. These two ICT roles would be a critical link between the Business Objectives and the planned technological Solutions.

The focus is on critical areas such as the National Insurance Scheme (NIS) department to provide better service delivery by looking at their processes with the aim of improving efficiencies and ICT usages. This will be done to ensure that the Ministry achieves its objective of serving its client in the best way possible. The challenges to be addressed are: (i) the underutilization of ICT across the MLSS; (ii) cumbersome processes to access public services; (iii) reduction of paper usage by automating several business processes.

PROJECT SCOPE

The Developer Analyst will be required to document the various business processes across a wide cross section of the Ministry's departments and agencies with the aim of providing a clearly defined process that can then be automated. Simply put, it is expected that the Developer Analyst will assist in the design and development of efficient and innovative software solutions for the MLSS.

- Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client.
- Arranges project requirements in programming sequence by analyzing requirements; preparing a workflow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.
- Encodes project requirements by converting work flow information into computer language.
- Programs the computer by entering coded information.
- Confirms program operation by conducting tests; modifying program sequence and/or codes.
- Prepares reference for users by writing operating instructions.
- Maintains historical records by documenting program development and revisions.
- Maintains client confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Responses should be submitted in hard copy or via email no later than the close of business **Friday April 05, 2019** to the attention of:

**The Procurement Consultant
Ministry of Labour and Social Security
1F North Street, Kingston 4
Telephone: 876-948-7104
Email: josephrichards@mlss.gov.jm**

PROJECT SCOPE CONT'D

- Contributes to team effort by accomplishing related results as needed.
- Develops efficient applications and scripts adhering to established standards and IT best practices
- Assists in gathering and analyzing information for developing and modifying IT systems.
- Documents fact-finding and study results and make presentation of findings and recommendations in formal reports or in oral presentation.
- Evaluates and documents current systems operation and prepare specifications for systems improvement.
- Work closely with business analyst to gather information, and where appropriate analyze production programs to isolate problems.
- Research software issues and recommend solutions
- Liaises with team members across the MLSS departments as required to assist with the successful completion of assigned tasks.
- Must be a reliable worker who is able to perform tasks without supervision.
- Being able to perform well in a high-pressure environment
- Develops computer programs and test data, and tests thoroughly the operation of completed programs and their linkage to other programs.
- Reviews program modules for accuracy and conformation to specifications.
- Performs Quality assurance reviews for production jobs
- Assists in end-user training
- Maintains current knowledge of the department's standards and practices and apply to assigned tasks.
- Keeps abreast of developments in Information Technology regarding development and support tools applicable to the area, and make presentations as may be required

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in a related field (Management Information Systems, Computer Information Systems, etc.
- Minimum One (1) year' programming experience, one year involving systems Analysis and design
- Proficiency in application development languages in at least two of the following categories:
 - Application Development - C#, VB
 - Web Application Development - HTML, Asp. Net, MVC
 - Database Management - MS SQL, Oracle
 - Report Writing - Crystal Reports, SQL Reporting Services, Power BI
- Visual/WEB, SQL, Java, PHP, Web Design
- Proficiency in Microsoft Projects, Visio, Microsoft Management Studio

SPECIAL SKILLS NEEDED

- Architecture of Web Applications
- Knowledge of WAN and LAN
- Expertise in current computer hardware and software
- Ability to use one or more development language (C#, C++, PHP, HTML, etc.)
- Ability to work in a team
- Eye for detail and identifying problems
- An understanding of business
- Analytical and commercial experience
- Working knowledge of process design tools

THE MINISTRY OF LABOUR AND SOCIAL SECURITY RESERVES THE RIGHT TO ANNUL THE TENDER PROCESS AND TO REJECT ALL TENDERS AT ANY TIME PRIOR TO THE AWARD WITHOUT INCURRING ANY LIABILITY.