



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:

BUSINESS 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 achieve its objective of serving its client in the best way possible.

PROJECT SCOPE

The business 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 business analyst will assist in the design and development of efficient and innovative software solutions for the MLSS.

Job Duties and Responsibilities

- Develop efficient applications and scripts adhering to established standards and IT best practices
- Assist in gathering and analyzing information for developing and modifying IT systems, by interviews, surveys and other methods.
- Document fact-finding and study results and make presentation of findings and recommendations in formal reports or in oral presentation.
- Evaluate and documents current systems operation and prepare specifications for systems improvement.
- Prepare program documentation from which complete sets of programs will be written.
- Work closely with personnel in problem areas to gather information, and where appropriate analyze production programs to isolate problems.
- Research software issues and recommend solutions
- Liaise with team members across the MLSS group as required to assist with the successful completion of assigned tasks.
- Assist in the implementation of business applications and processes
- Prepare and maintain system documentation
- Develop instructions for job execution and recovery procedures
- Perform maintenance of production programs to keep them responsive to user needs, and to ensure efficient operation in the production environment.
- Review program modules for accuracy and conformation to specifications.
- Prepare and update program documentation, and job execution and recovery procedures in keeping with established standards.
- Perform Quality assurance reviews for production jobs
- Assist in end-user training
- Maintain current knowledge of the department's standards and practices and apply to assigned tasks.
- Keep 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.)
- Minimum three (3) years' Business Analyst experience, one year involving programming
- Proficiency in application development languages in at least two of the following categories:
 - Flow Chart
 - User Case
 - UML
 - Sequence Diagram
 - Microsoft Projects

SPECIAL SKILLS NEEDED

- Architecture of Web Applications
- Knowledge of WAN and LAN
- Knowledge of Unified Communication technology
- Knowledge of relational database theory and systems analysis and design methodologies
- Knowledge of Business Intelligence systems
- Working knowledge of process design tools

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**

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.

NOTICE

PLEASE CHECK THE MINISTRY'S WEBSITE FOR THE FULL DOCUMENTS

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



PORTLAND MUNICIPAL CORPORATION

TENDER NOTICE

INSURANCE PLACEMENT

Tenders are invited from insurance companies and brokers who are pre-qualified by the Financial Services Commission (FSC) and registered with the National Contracts Commissions (NCC) to provide insurance services to:

The Portland Municipal Corporation

Pre-qualified brokers and Insurers will be required to submit in their tenders:

- i) Copies of current Tax Compliance Letters(TCLs), indicating tax compliance at the time of submission of tenders;
- ii) Copies of NCC registration, reflecting validity at the time of tender;
- iii) One (1) like-for-like proposal and a maximum of two (2) alternative proposals.

Cover is required for the following classes of insurance:-

- Property All Risks
- Low Voltage & Electric Equipment
- House Owner's Comprehensive
- Computer All Risks
- All Risks
- Employer's Liability
- Public Liability
- Loss of Money
- Fidelity Guarantee
- Private Motor Comprehensive
- Commercial Motor Comprehensive
- Motor Special Type Comprehensive
- Excess General Liability
- Group Personal Accident

The period of the placement will be for a period of Three (3) years (2019/2020 - 2021/2022).

Tender packages can be obtained by Tuesday March 19, 2019 at a cost of \$3,000 which must be paid by cash or Manager's cheque.

Tender documents may be obtained from:

**Procurement Officer
Ministry of Local Government & Community Development
61 Hagley Park Rd, Kingston 10
Telephone# 876 618-7360-9**

Tenders must be deposited in the tender box at:

**The Main Lobby at the
Ministry of Local Government and Community Development
61 Hagley Park Road
Kingston 10**

The deadline for submission of tenders is by **3:00 p.m. on Thursday, April 04, 2019**

Tenders submitted after this time and date will be rejected.

Tenders will be opened at **3:15 p.m., on Thursday, April 04, 2019** in **Conference Room C Ministry of Local Government and Community Development 61 Hagley Park Road Kingston 10.**

Recommendations for awards(s) will not necessarily be made in favour of the lowest priced tender but the best overall proposal(s).



WIGTON WINDFARM LIMITED

Request for Proposal

Wigton Windfarm Limited (WWFL) invites sealed proposals from suitably qualified security firms, to provide security services at its wind farm in Southern Manchester, Jamaica, for a period of 3 years.

WWFL has forty-four (44) wind turbines and 3 substations situated on approximately 1134 Hectares of land and a series of road network throughout the properties.

- Coverage is required for unarmed security guards as follows:
 - 24-hour service at the main property entrance
 - 12-hour service (7 p.m. to 7 a.m.) at the substations-office-storage area
 - 24-hour mobile patrol on the entire properties

ELIGIBILITY

Bidders must possess a valid Tax Compliance Certificate (TCC) and be registered with the National Contracts Commission (NCC) in the category of "Safety and Security Services" and also be registered with the Private Security Regulation Authority.

COLLECTION OF DOCUMENTS

Tender documents will be available for purchase from the Kingston office located at the address below, as of **March 12, 2019** between **9:00 a.m. and 4:00 p.m.** The non-refundable fee is Three Thousand Jamaican Dollars (J\$3,000), and is payable by Certified Cheque or Cash to Wigton Windfarm Limited.

DEADLINE FOR SUBMISSION OF TENDERS

Two copies of each proposal must be prepared and placed in two separate envelopes entitled "**Company Profile**" and "**Financials**". Each envelope should be clearly marked and addressed as follows:

**Provision of Security Services
c/o Wigton Windfarm Limited
PCJ Building, Ground Floor
36 Trafalgar Road
Kingston 10**

Proposals, inclusive of all requested information should be deposited in the Tender Box no later than **March 29, 2019 at 3:00 p.m.**

Proposals submitted after the submission date and time will not be accepted. Tenders will be opened at **3:15 p.m.** the same day. You are invited to attend; however, your presence or absence bears no weight on the outcome of the evaluation of the tenders received.

Wigton Windfarm Limited reserves the right to accept or reject any tender, annul the tender process and reject all tenders at any time prior to the award of contract without incurring any liability.