



Bulletin #1/2019

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 information (TCC/TCL) on the Government of Jamaica Electronic Government Procurement (GOJEP) System.

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 Contract Commission (NCC) registration system using the suppliers TRN as shared identifier between both systems.

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

- I. Log in 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 organization's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC/TCL) # prompt – Enter the last TCC# issued to your Organization by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
 - a. Your Organization's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your Organization's record in GOJEP;
 - b. Tax eligibility information for your Organization 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 Organization's tax compliance status. Upon the expiration and renewal of your Tax Compliance, 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:

Organization Type	Format	Rules
1 Limited Liability Incorporated	000009999	TRN must begin with 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@care@mof.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 HEALTH & WELLNESS

REQUEST FOR CURRICULUM VITAE

STAFFING OF THE PROJECT EXECUTION UNIT ENHANCING HEALTH SERVICES DELIVERY PROJECT

The Ministry of Health & Wellness will be implementing the Enhancing Health Services Delivery Project, designed to improve access to services provided at public health facilities. This initiative reaffirms the Government of Jamaica's commitment to the abolition of user fees in public health facilities and builds on previous efforts to reduce wait times for services and will result in shorter wait times for admissions as well as shorter hospital stays. The project will be implemented under three components: (i) Diagnostic Radiology services (ii) Elective surgeries (iii) removal of social cases from hospitals.

The services of the following Consultants will be required to provide technical and administrative support to the Ministry of Health & Wellness in the coordination of this project. Responsibilities will involve working closely with the Technical Programme Advisor, the Project Manager, the Regional Health Authorities (RHAs), private service providers and international development partners to determine and implement appropriate arrangements for the short-term outsourcing and subsequent reintegration of those services that are the primary focus of the project.

COORDINATOR – COMPONENT 1, DIAGNOSTIC AND RADIOLOGY SERVICES

- Bachelor's Degree in Medical Imaging or other related discipline
- Knowledge of the latest radiology and imaging technology within the field
- At least 3 years' experience working in a Management/Coordination position
- Strong sense of and respect for confidentiality involving both clients and fellow employees.
- Familiarity with/Knowledge of the use of radiology and imaging equipment
- Detail-oriented with excellent written and verbal communications skills.
- Creative problem solver with ability to work independently.
- Strong planning skills and ability to multitask several projects simultaneously.

COORDINATOR – COMPONENT 2, ELECTIVE SURGERIES

- Bachelor's Degree in Nursing or Health-Related discipline
- At least 2 years' experience working in a Management/Coordination position
- At least 2 years' experience working in a health-related field
- Strong sense of and respect for confidentiality involving both clients and fellow employees
- Working knowledge of Government of Jamaica Health Regulations or policies
- Detail-oriented with excellent written and verbal communications skills
- Creative problem solver with ability to work independently.
- Strong planning skills and ability to multitask several projects simultaneously.

COORDINATOR – COMPONENT 3, SOCIAL CASES

- Bachelor's Degree in Social Work, Sociology, Psychology, Development Studies or other related discipline
- At least 2 years' experience working in a Management/Coordination position
- At least 2 years' experience working in Public Private Arrangements, with Non-Governmental organizations and Non-State Actors would be an asset
- At least 2 years' experience in Monitoring and evaluation
- Detail-oriented with excellent written and verbal communications skills
- Creative problem solver with ability to work independently.
- Strong planning skills and ability to multitask several projects simultaneously.

PROJECT ADMINISTRATOR

- Bachelor's Degree in Administrative Management or related discipline from an accredited University or equivalent qualification.
- A Certified Professional Secretary (CPS) designation would be an asset
- At least 3 years administrative experience
- Strong sense of and respect for confidentiality involving both clients and fellow employees.
- Experience working in a project related environment would be an asset.
- Excellent interpersonal skills
- Proficient in the use of relevant computer applications
- Detail-oriented with excellent written and verbal communications skills.
- Strong planning skills and ability to multitask several projects simultaneously

Expression of interest in the form of an application letter, CV and Proposal must be submitted in person, via post or email inclusive of a valid Tax Compliance Certificate (TCC) on or before **Friday, August 9, 2019 at 3:00 p.m.** and submitted to the address mentioned below.

The detailed Terms of Reference can be accessed on MOH&Ws website at www.moh.gov.jm.

Enquiries regarding TORs should be emailed to:

**The Director Public Procurement Unit
Ministry of Health & Wellness
RKA Building**

**10-16 Grenada Way, Kingston 5, Jamaica
Email: brennan@moh.gov.jm/wallaceg@moh.gov.jm**

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.