



NOTICE

REGISTRATION AND TRAINING AVAILABLE FOR USE OF THE GOVERNMENT OF JAMAICA ELECTRONIC PROCUREMENT SYSTEM

SUPPLIERS OF GOODS, SERVICES AND WORKS

In keeping with the Government's commitment to strengthen and promote Public Procurement, the Ministry of Finance and the Public Service (MOF&PS), Office of Public Procurement Policy (OPPP) is on a drive to expand the use of the Government of Jamaica Electronic Procurement System (GOJEP) to its suppliers of goods, services and works. This is in keeping with the commitment of the Government to all procurement opportunities published and managed through GOJEP.

Suppliers are being urged to register their businesses in GOJEP and take advantage of the free training sessions facilitated by the Ministry of Finance and the Public Service in the use of the system during the month of August.

Registration is easy, simply download and read the User Manuals, accessible from the User Manuals link on the Home page at www.gojep.gov.jm.

For additional information, please call the **Public Procurement Customer Care Help Desk** numbers: 876-932-5220/876-932-5251 or email oppccustomer@moj.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.

REQUEST FOR CURRICULUM VITAE

Country: Jamaica
Procurement Entity: Ministry of Finance and the Public Service (MOF&PS)
Project Name: Support to the Public Sector Transformation Programme
Sector: Reform/Modernisation of the State
Project #: JA-L1073 | 4374/OC-JA

PROJECT POSITION	DESCRIPTION
Business Analyst Passport, Immigration and Citizenship Agency (PICA)	The primary objective of the Business Analyst is to support the development of requirements for the implementation of a new online web-based Customer Relationship Management (CRM) System for the Passport, Immigration and Citizenship Agency.
Payroll Officer (MyHR+)	The primary objective of the Payroll Officer is to complete the transition of payroll and payroll records into MyHR+ for assigned entities and to support the project by documenting and analysing Payroll Processes to enable decision making on new processes and systems and their implementation.
Programme Manager Shared Corporate Services (SCS)	The SCS Programme Manager will work in collaboration with the Consulting Firm's Programme Manager in providing overarching leadership, coordination, and guidance pertaining to the smooth administration and successful execution of the Shared Corporate Services Programme through contributing to the efficient management of a shared Programme Management Office (PMO) within the Transformation Implementation Unit.
Trainer (MyHR+)	The primary objective of the Trainer is to deliver training to the users of MyHR+ in the use of the system and new or changed business processes.
Business Analyst Shared Corporate Service (SCS)	Working alongside the Consulting Firm, the Business Analyst is required to review relevant policies and procedures that may need to be developed or adjusted to facilitate the new Business Processes (BPs) and Standard Operating Procedures (SOPs) for the operationalization of the Service Lines within the Shared Corporate Services. Additionally, the Business Analyst is required to support the transition of each service line to the Shared Corporate Services, by supporting each service line through the Build and Test Transition and "Go Live" Project Implementation Stages.
Change Management (Lead)	Operating as a key member of the Public Sector Transformation Team, the Change Management Lead will be a highly experienced Change Manager with prior experience designing and implementing integrated enterprise-wide technology-enabled change. The Change Lead will manage a team of change champions, change agents, and specialist resources drawn from across the GOJ.

Procurement Method: An individual will be selected using the 3CV methodology and procedures described in this ITC, in accordance with the Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank (GN-2350-9) and the Government of Jamaica Handbook (GOJ) and the Public Procurement Act 2015 and Regulations 2018.

Contact Information: Procurement Specialist
 Public Sector Transformation Programme, MOF&PS
 6 Saxthorpe Avenue, Kingston 8
 Tel: (876) 319-4100
procurement@transformation.gov.jm

Terms of Reference: The Terms of Reference document is available on the MoF&PS' website at www.mof.gov.jm and www.publicsectortransformation.gov.jm.

Deadline for submission: Interested persons should forward their application and curriculum vitae **NO LATER THAN March 9, 2020** to the

Procurement Specialist
 Public Sector Transformation Programme
 Ministry of Finance and Public Service
 Email: procurement@transformation.gov.jm

We thank all interested persons for applying, however please note that only shortlisted applicants will be contacted. The Ministry of Finance and the Public Service reserves the right to withdraw this invitation without providing reasons at any time before the indicated deadline for application.