



GOJ PUBLIC PROCUREMENT PAGE

NOTICE

WORK FROM HOME ARRANGEMENTS FOR THE OFFICE OF PUBLIC PROCUREMENT POLICY

The Ministry of Finance and the Public Service, through the Office of Public Procurement Policy wishes to advise that the Office will be operating remotely during the period March 04, 2021-March 25, 2021 in accordance with the Prime Minister's announcement of mandatory Work from Home Orders for members of the public service.

While these arrangements are in place, the Office may be reached by emailing the Help Desk at oppccustomer@care@mof.gov.jm. Where matters are exigent, the following details may be used.

For matters related to the Government of Jamaica Electronic Procurement (GOJEP) Platform, please contact:

- 1-876-806-5149;
- 1-876-806-4581;
- 1-876-806-4536; or
- 1-876-806-5587

For matters related to Procurement Policy Advisory, please contact:

- 1-876-806-4536; or
- 1-876-838-6224

For matters related to Insurance Placement and Training, please contact:

- 1-876-806-4978; or
- 1-876-806-4536

The Office of Public Procurement Policy remains committed to the delivery of optimum service to our stakeholders and wishes for all, continued safety and good health.



Government
of Jamaica



REQUEST FOR CURRICULUM VITAE

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

PROJECT POSITION	DESCRIPTION	PROJECT POSITION	DESCRIPTION
Business Analyst (one consultant)	The Business Analyst is required to support the implementation of Shared Corporate Services (SCS) by determining needs and functional requirements, analyzing and documenting processes that provide solutions which blend technology and non-technology enablers to support business process transformation.	Client Services Officer (one consultant)	The Client Services Officer is required to assist with the implementation of the change management and client services strategy and plans to support the Shared Corporate Services programme.
Programmer Analyst (one consultant)	The Programmer Analyst is required to ensure the operationalization of the ICT solutions required for the establishment of Shared Corporate Services (SCS). This includes the development and configuration and buildout of the "Open Source" Case Management system and Knowledge based System and working with vendors and other project personnel to ensure that the other supporting systems are configured to meet the SCS functional requirements.	Change Management Specialist (one consultant)	The Change Management Specialist will focus on the people side of change – including changes to business processes, systems and technology, job roles and organizational structures, creating and implementing change management strategies and operational plans to maximize employee adoption and usage and minimize resistance. The Consultant must also be able to collaborate effectively with key members of the TIU and all Programme and Project Managers.

Procurement Method: Individuals will be selected using the Selection Based on Comparison of 3CVs procedures and 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's "Handbook of Public Sector Procurement Procedures."

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

Terms of Reference The Terms of Reference document are available on the MoFPS' 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 Monday, August 23, 2021** to the

Procurement Specialist
Public Sector Transformation Programme
Ministry of Finance and the 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.