



## MINISTRY OF FINANCE AND THE PUBLIC SERVICE SPECIAL EARLY RETIREMENT PROGRAMME

The Government of Jamaica, through budgetary allocation, intends to fund project staff to support the Special Early Retirement Programme (SERP).

The SERP is aimed at qualified members of the public sector who are 50-59 years of age who are active members of the GOJ's pension scheme administered by the Ministry of Finance and the Public Service. The Project forms one aspect of the overall Transformation Strategy of the Government. A Central SERP Unit is to be established at the Ministry of Finance and the Public Service, along with bolstering key MDAs to support the implementation of the programme. To this end, the Ministry is seeking to secure the services of the following project staff on a full-time basis:

PROJECT POSITION	REQUIRED MINIMUM QUALIFICATIONS
<b>Pensions Processing Expert</b>	Responsible for the planning and effective execution of the functions of the Computation team to ensure the efficient and timely processing of the payments under the SERP to public officers. 1. First Degree in Public Administration or Management Studies or a related field. 2. Seven (7) years' experience in Pensions Administration. 3. Sound knowledge of statutes/legislations/regulations/policies and procedures governing pensions. 4. Managerial and Customer Service skills.
<b>Project Administrator</b>	The Administrative Assistant will provide administrative support to the implementation team including the Project Manager. 1. Certification in Administrative Management or related qualification. 2. Knowledge of Public Sector administrative practices. 3. Good working knowledge of Microsoft Office Suite. 4. Well-developed interpersonal and communication skills and an ability to liaise with people from diverse sociocultural backgrounds.
<b>Computation Officers</b>	Responsible for the processing of retirement benefits to public officers under the SERP. 1. Certificate/Diploma in Public Administration or Management Studies or other related field or an equivalent with a minimum of 2 years' experience. 2. Computer literacy.
<b>Early Retirement Liaison Officers</b>	Responsible for the coordination of communication between the central SERP unit and the Ministries/Departments or Agencies and the resolution of issues arising from the applications for participation in the programme and to generally ensure that the relationship is as beneficial as possible. 1. Diploma in Public Administration or Management Studies or other related field. 2. General knowledge in respect to the HR practices in the public sector 3. Excellent interpersonal and communication skills and an ability to liaise with people from diverse sociocultural backgrounds.
<b>HR Officers</b>	Responsible for the providing coordination and support for the SERP programme within an MDA by executing administrative and support tasks as directed. 1. Certificate/Diploma or higher in Human Resource Management, Public Administration, Management Studies or other related field. 2. Knowledge of HR functions.

The Ministry of Finance and the Public Service (MOFPS) now invites eligible and qualified individuals to submit full curricula vitae for the mentioned positions. **Project Staff in the Implementation Unit will be engaged for nine (9) months. All staff will be housed at the Central SERP Unit except the HR Officers; HR Officers will be placed in key MDAs to support the SERP.**

The detailed job descriptions for the positions are available on the website of the Ministry of Finance and Public Service at [www.mof.gov.jm](http://www.mof.gov.jm). Interested persons should forward their applications and curricula vitae **NO LATER THAN October 20, 2017** to: -

**The Procurement Specialist  
Transformation Implementation Unit  
Office of the Prime Minister  
1 Devon Road, Kingston 10  
Email: [tiuprocure@mof.gov.jm](mailto:tiuprocure@mof.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(s) at any time before the indicated deadline for submission of a curriculum vitae.**



## National Environment & Planning Agency

Specific Procurement Notice for

### Ecological Assessment and Training in Biological Monitoring

**Institution:** Inter-American Development Bank

**Country:** Jamaica

**Project:** Integrated Management of Yallahs and Hope River Watershed Management Areas Project

**Sector:** Environment & Natural Disaster

**Loan/Credit/Grant No.:** JA-G1001

**Contract/Bid No.:** GRT-FM-14607-JA

**Deadline:** 06 November 2017

General Procurement notice advertised for this project published in Development Business Online, edition No. IDB508-04/15 of 23-04-2015.

The Government of Jamaica through the Inter-American Development Bank (IDB) has received financing from the Global Environment Facility (GEF) and it intends to apply part of the proceeds to payments under the Integrated Management of Yallahs and Hope River Watershed Management Areas Project, for the engagement of a **Consulting Firm** to provide an ecological classification which defines the terrestrial and riverine habitats within the boundaries of the Yallahs River and Hope River WMUs. This information will then be used by the firm/entity to characterize, delineate and map the major terrestrial and aquatic habitat types and define priority areas for ecological monitoring and conservation planning.

The National Environment & Planning Agency (NEPA), executing agency for the project, now invites eligible consulting firms ("Consultants") to indicate their interest in undertaking **Ecological Assessment and Training in Biological Monitoring**

This procurement process requires bidders to have the following specific experience and/or capabilities: Excellent research and analytical skills with regard to ecological/biological data and the assessment of flora and fauna species; Excellent analytical, writing, editing, and oral communication skills in English. Team must have outstanding skills in statistical analysis and detailed knowledge of relevant statistical tools applied. Ability to work with a wide variety of technical professionals from government agencies, NGOs, and community-based organizations is essential. Demonstrated management, interpersonal and networking skills. Demonstrated ability to work within a multidisciplinary and multicultural group. Proficiency in Geographical Information System applications (including remote sensing capabilities).

Team Leader to possess: A minimum of a Master's degree or equivalent in Biology, Ecology, Natural Resource Management, Forestry, Environmental Sciences or Environmental Management from a recognized tertiary educational institution(s). Minimum of 15 years professional experience in conducting environmental research and analysis. Demonstrated skills in project management and preparation and writing of technical reports. Demonstrated success in completing ecological studies (copies of which are to be submitted with technical proposals) within the past three (3) years with references. Experience in working in small island developing states and the Commonwealth Caribbean. Extensive experience in the field in conducting ecological impacts of landuse on biodiversity, vegetation and degradation assessment and spatial mapping.

Team members to possess: Bachelor's degree or equivalent in Biology, Ecology, Natural Resource Management, Forestry, Environmental Sciences, or Environmental Management from recognized tertiary educational institution(s). Minimum of 5 years professional experience in conducting ecological studies and assessments including plant and animal identification.

The shortlist may comprise entirely national consultants.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Expressions of Interest must include copy of Curricula Vitae to show experiences and qualifications and any other literature outlining experience undertaking ecological assessment and training in biological monitoring.

The delivery period is Nine (9) calendar months after engagement of the consultancy.

A Consulting Firm will be selected in accordance with the Selection Based on the Consultants' Qualification (CQS) as specified in the Inter-American Development Bank's **Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank** (GN-2350-9), and is open to all eligible bidders as defined in the policies.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. For the purpose of establishing the shortlist, the nationality of a firm is that of the country in which it is legally incorporated or constituted and in the case of Joint Venture, the nationality of the firm appointed to represent it.

Expressions of Interest must be delivered in a written form (in English) to the National Environment & Planning Agency (in person, or by mail, or by fax, or by email) at the address stated at the end of the document, by **Monday, 06 November 2017**.

Evaluation rubric for the expressions of interest (EOI) can be viewed at: [www.nepa.gov.jm](http://www.nepa.gov.jm).

Further information can be obtained at the address below during office hours 08:30-16:30 hours.

**National Environment & Planning Agency,  
Attn: Yallahs-Hope Project Procurement Officer  
11 Caledonia Avenue, Kingston 5  
St. Andrew, Jamaica  
Tel: 1-876-754-7540. Fax: 1-876-754-7596.  
Email: [christine.orgill@nepa.gov.jm](mailto:christine.orgill@nepa.gov.jm)**

## The Ministry of Health

### Invites sealed bids for two (2) Central Air Conditioning Units

**Procuring Entity:** North East Regional Health Authority (NERHA)

**Scope:** Supply, Installation & Commissioning of two (2) Central Air Conditioning Units at the St. Ann's Bay Regional Hospital, Male Surgical Ward & Central Sterilization Services Department (CSSD).

**NCC Registration:** Heating, Ventilation, Air Conditioning, Refrigeration.

**Contact persons:** Levor Bloomfield/Natalie Cole.

**Document Availability:**

**From October 17, 2017 to October 26, 2017 (Mondays – Fridays at 9:00 a.m.-4 p.m.).** Documents are available at a cost of J\$3,000.00 payable to the cashier located at Offices 34-38, Ocean Village Shopping Centre, Ocho Rios, St. Ann. The Procurement Unit will issue the bid document upon presentation of a receipt.

A mandatory site visit is required on **October 26, 2017 at 11 a.m.** starting at the CSSD. Bidders may submit proposals for one or both units. The tender closes at **3:00 p.m. on Wednesday November 8, 2017**, and bids are to be deposited in the tender box located at offices 34-38.

For additional information, please visit the North East Regional Health Authority's website at <http://www.nerha.gov.jm>

# NOTICE

PLEASE CHECK THE  
MINISTRY'S WEBSITE FOR  
THE FULL DOCUMENTS

For Bookings Email:

[jisadvertising@gmail.com](mailto:jisadvertising@gmail.com)  
[procurement@jis.gov.jm](mailto:procurement@jis.gov.jm)