



THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

is recruiting to fill the following position in Kingston, Jamaica

ADMINISTRATIVE ASSISTANT (Full-time)

Detailed Position Description, employment application form and application instructions are available via website:
<https://www.usaid.gov/jamaica/careers/v01-2023-AA>

Application packages may be uploaded in PDF form to jmjobs@usaid.gov

Please note that only persons who have been shortlisted by the Selection Committee will be contacted, either by phone or email.

DEADLINE FOR APPLICATIONS:
 Tuesday, January 17, 2023 at 4:00 p.m.

NO PHONE CALLS WILL BE ACCEPTED

USAID IS AN EQUAL OPPORTUNITY EMPLOYER



Alcar Construction & Haulage Co. Ltd.

We are looking to find a team player to fill the following vacant positions:

QUANTITY SURVEYOR

Interested applicants should meet the following requirements:

- MUST possess atleast a first degree in quantity surveying
- MUST have atleast 3 full years' experience in the field of quantity surveying
- MUST possess a valid driver's licence
- Should be able to work under strict deadlines
- Should be able to work on your own initiative

Responsibilities include but are not limited to:

- Research new tender postings for the company to bid on
- Prepare tender documents to include Bills of Materials
- Prepare payment certificates for submission
- Calculate variation orders

TRAILER DRIVER

- Atleast 5 years' experience driving a trailer is required
- Must possess a valid driver's licence to operate heavy equipment

Please send your applications to: alcar_construction@yahoo.com. Shortlisted applicants will be contacted via email.

A private company in Kingston is seeking to fill two (2) positions of a Sales Representative & an Inventory Control Officer (Kingston-based).

SALES REPRESENTATIVE

Charged with the responsibility of soliciting business on the Company's behalf, the sales representative will engage potential and existing customers using effective communication, good listening, product and price negotiation skills.

Key Competencies and Skills:


- Excellent communication, selling and listening skills
- Highly motivated, target and results-driven
- Very organized with effective and efficient time management skills
- Product knowledge
- Excellent negotiation and marketing skills
- Able to negotiate on terms and prices

Job Specification and Qualification:

- At least five (5) CXC subjects including English, a business or numerical subject
- A Diploma would be an asset
- Proven experience as a Sales Representative (preferably two years or more)
- A valid driver's license
- Must own a reliable motor vehicle
- Must be willing to provide a police record and willing to undergo a background check

INVENTORY CONTROL OFFICER (ICO)

Will be responsible for monitoring, devising, analyzing and improving the Company's inventory management systems. This role requires in-depth knowledge of inventory management systems. IT



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

REQUEST FOR EXPRESSIONS OF INTEREST/CVS

INDIVIDUAL CONSULTANT TO UNDERTAKE MARKET RESEARCH AND DATA MAPPING TO SUPPORT THE UPGRADING OF THE OPEN DATA PORTAL AND SYSTEM FOR JAMAICA

The Ministry of Finance and the Public Service, through the Strategic Public Sector Transformation Project (SPSTP), is seeking to recruit a suitable Individual Consultant to Undertake Market Research and Data Mapping to support the Upgrading of the Open Data Portal and System for Jamaica.

The primary objective of this Consultancy is to undertake works that ensure the Open Data Portal is reinvigorated as relevant, current and sustainable through actions designed to:

- Identify the data demanded by the various categories of users to include such descriptors and profile relevant to an upgraded Open Data Portal; and
- Carry out mapping of the main data sets maintained and shared by key government ministries, departments and agencies (MDAs) and public bodies (PBs), and the current technical characteristics and operational status of the data sets, including the requirements (capital and human) of the suppliers of data for the processes involved in supplying data in keeping with the commitment for upgrading the Open Data Portal.

Education and Experience

- Minimum of a first degree in Statistics, Marketing, Social Sciences or other relevant disciplines;
- At least 3-5 years of experience in work involved in surveys of a technical nature;
- Knowledge of the principles of research methods;
- Knowledge of local Open Data community and ecosystem, including policies, political economies and context, etc. in Jamaica and the Caribbean would be desirable.
- Knowledge and/or experience working in or with the public sector on similar assignment would be an asset.

A consultant will be selected in accordance with the Individual Consultants Selection Methodology. Further information can be obtained at the address below during office hours **Monday to Thursday, 9:00 a.m. to 5:00 p.m. and Fridays 9:00 a.m. to 4:00 p.m.** or by requesting same at the email address spstp@mfps.gov.jm.

Expressions of Interest (including Curriculum Vitae) must be delivered in a written form to the address below (in person, or by mail, or by email) by **Tuesday, January 24, 2023**. The detailed Terms of Reference for the Consultancy Service can be requested in writing at the email below and will also be made available on the website of the Ministry of Finance and the Public Service at www.mfpl.gov.jm.

Consultants must submit a valid **Tax Compliance Certificate (TCC) or Tax Compliance Letter (TCL) at bid submission.**

Interested consultants may submit Expressions of Interest/CV to:

THE PROCUREMENT SPECIALIST (LEAD)
 STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
 Ministry of Finance and the Public Service
 19 National Heroes Circle
 Kingston 4, Jamaica, JMW
 Tel: 876-922-5474
 Email: spstp@mfps.gov.jm



PUBLIC PROCUREMENT COMMISSION

CAREER OPPORTUNITIES

On April 1, 2019, the Public Procurement Act came into effect establishing the Public Procurement Commission (PPC) as a Public Body Corporate replacing the National Contracts Commission.

The PPC has responsibility for endorsing recommendations for the award of Government Contracts, making recommendations to Cabinet for the award of Government Contracts as well as registering companies/businesses desirous of participating in the Government of Jamaica Procurement Process.

The PPC invites applications from suitably qualified professionals to fill the following vacant positions at our location in Kingston:

Technical Services Manager (SOG/ST 9)
 Sector Committees Oversight Branch
 Salary range: \$6,020,127.00 to \$8,197,161.00 per annum

Technical Officer (SOG/ST 8)
 Contracts Monitoring and Evaluation Branch



PAUL BOGLE HIGH SCHOOL

- ENGLISH LANGUAGE TEACHER—CLEAR W
- 2 MATHEMATICS TEACHERS—CLEAR WA 8 MONTHS

Minimum qualifications and Experience

- Bachelor degree in the relevant area
- Diploma in teaching specializing in the

Interested persons are invited to submit application with resume to the address below.
 Submit Applications to:

PAUL BOGLE HIGH SCHOOL
 P.O. BOX 114
 MORANT ROAD
 MORANT BAY
 ST. THOMAS
 TEL 876-982-1723
 Email: paulhoglehgh@gmail.com



ACCOUNTS RECEIVABLES OFFICER

- Bachelor's degree in accounting, or finance or related field
- Minimum 4 years' experience in a similar role
- Excellent communication, research, problem-solving management skills.
- Excel Expertise
- Excellent communication, research, problem-solving management skills.
- Ability to calculate and manage accounting figures
- High Degree of accuracy
- Great attention to detail
- Comfort working with budgets, revenue, and forecasts

PAYABLES/ACCOUNTANT ASSISTANT

- Bachelor's or master's degree in accounting, or related field
- CPA
- Minimum 5 years' experience in accounting/financial reporting with financial reporting requirements
- Excel Expertise
- Full time position

Please apply to: careers@islandnet.net
 Please subject your email as:
ACCOUNTS RECEIVABLES OFFICER/JUNIOR ACCOUNTANT (PAYABLES)
 Deadline: January 21, 2023

OPHTHALMIC NURSE/OPHTHALMIC TECHNICIAN

Applications are invited to fill the position Ophthalmic Nurse/Ophthalmic Technician Ophthalmologist's office in Kingston. The candidate will, assist the Ophthalmologist patient care and general office administration.

Duties include:

- all daily administrative functions such as appointments and assisting with patient
- preparing the patient for examination, and procedures, performing vision and diagnosis (e.g. tonometry, biometry, visual fields, assisting in the efficient office flow

Required Experience and Qualification
 The ideal candidate will:

- Be reliable, organized, proactive, highly motivated and willing to learn. Strongly
- Be a licensed Registered Nurse OR a preferably with scrub technician training
- Be extremely efficient and detail-oriented time management and organizational skills required. Must be competent in Microsoft Excel.



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THE PROCUREMENT SPECIALIST LEAD,
STRATEGIC PUBLIC SECTOR TRANSFORMATION PROJECT
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4, Jamaica, WI
Tel: 876-932-5474
Email: spstp@mof.gov.jm



Applications are invited from suitable and qualified candidates to fill the following position:

LEGAL SECRETARY

Grade 4 Salary Range: \$1,119,548 – 2,024,496 per annum plus any allowances attached to the post

Job Purpose: To provide secretarial and administrative support to the Senior Legal Executive and the Legal Services Section

Technical/Professional Responsibilities

- Create instruments of Administration, Instruments of Distribution and



McGrath High School

The McGrath High School is seeking to fill the following posts January 2023.

TEACHERS:

- Literacy Specialist (Alternative Pathway to Secondary Education (APSE) Programme)
- English Language/ Literature Teacher

NON-TEACHING STAFFS:

- System Administrator

Qualification:-

- Trained Graduate (Teacher)

Assets:

- Good Communication Skills (Written/Oral)
- Good Interpersonal Skills
- Good ICT Usage Skills

NB: All positions attract a probation period.

Kindly direct application to:
The Chairman, c/o The Principal,
McGrath High School,
P.O. Box 4014, Unstead, St. Catherine
or email: mcgrathhighteachers@gmail.com.



COUNCIL OF LEGAL EDUCATION

NORMAN MANLEY LAW SCHOOL

POST OF TUTOR

(Legal Aid Clinic)

The Council of Legal Education, Norman Manley Law School Legal Aid Clinic, 16 Gibraltar Hall Road, UWI Mona Campus, Kingston 7, Jamaica, W.I., invites applications for the post of Tutor (Legal Aid Clinic). Applicants must be Attorneys-at-Law with at least five (5) years of practical and professional experience.

Applicants should submit a signed letter of application, an updated curriculum vitae, three (3) signed character reference letters, (two of whom must be familiar with the applicant's work), and copies of all relevant certificates and other documents addressed to:

The Office of the Principal
Norman Manley Law School
6 King Street
UWI Mona Campus
Kingston 7, Jamaica, W.I.
Email: carol.alex@uwi.edu.jm

The closing date for receipt of applications is
Monday, February 27, 2023.

Details of the position is available on the Law School's website at www.nmls.edu.jm under Job Opportunities (Go to: Staff - HR Department - Job Opportunities).
Only shortlisted applicants will be contacted.



EXECUTIVE ASSISTANT

OVERVIEW:

D.O.S. 2009 Limited and EPOST Caribbean Limited is looking for an experienced, highly qualified Executive Assistant, who will perform more than administrative duties to the Executive team, they will be responsible to play an integral role in the process of advancing the Company's initiatives and goals.

KEY DUTIES & RESPONSIBILITIES:

- Organize and manage various tasks and projects