



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

SENIOR PROCUREMENT OFFICER

(VACANT)

This position reports to the Manager, Public Procurement.

Job Purpose

Under the direct supervision of the Manager Public Procurement, the Senior Public Procurement Officer will assist in managing the procurement of goods, services and works within the Agency to ensure best value for money and optimised cost savings in compliance with the Government of Jamaica's Procurement Guidelines, Policies, Regulations, and the Agency's procurement policy.

Key Responsibilities:

Management/Administrative Responsibilities

- Provides leadership to supervisee through example and sharing of knowledge/skill.
- Prepares Monthly Report on the activities of the Unit
- Recommends staff leave
- Recommends disciplinary action to the Public Procurement Manager within established guidelines
- Assisting the Manager with the procurement function and activities including; preparing, interpreting and evaluating Specifications, contract documents including Terms of Reference (TOR) and Request for Proposals (RPF) and appropriate Scope of Work to effect procurement;
- Directing and managing the processing of Tenders
- Oversees the procurement of goods, supplies and equipment over established limits in accordance with government policies and procedures in order to meet Agency needs through the most cost effective means.
- Assist with planning and organizing the work activities for the Procurement Unit
- Assist with preparing the Unit's Annual Work Plan and monitors performance against target
- Assist with preparing the Agency's Annual Budget and preparation of the Procurement Unit's Work Plan;
- Assist with the preparation of the Annual Procurement Plan for inclusion in the Budget
- Conducts Research and prepares response to queries/request for information and/or data related to procurement from the Integrity Commission, Ministry of Finance and the Public Service, as well as Internal and External Auditors
- Assist with the preparation of performance appraisals and recommendations for required training and developmental programmes;
- To facilitate on-going training exercises on GOJ procurement
- Monitors Attendance Registers to ensure attendance and punctuality of staff
- Work Plans prepared

- Work procedures implemented
- Performance appraisals conducted
- Reviews and recommends change in procedures to improve efficiency in the Procurement Unit
- Purchase Orders prepared and monitored
- Prepares reports to relevant stakeholders on procurement activities
- Assist with negotiations with suppliers/contractors to obtain best prices and value for money

Technical/Professional Responsibilities

- Prepares bid documents for agreed procurement and advertises/seeks quotations according to Government of Jamaica's guidelines;
- Analyses documents submitted by Bidders for the supply of goods and/or services in consultation with the technical experts and prepares recommendations
- Prepares tender reports and assist with making presentations to the Procurement Committee and PPC Sector Committees as required
- Prepares submission to the PPC Specialist Sector Committees as required
- Sit on and provide guidance on all Evaluation Committees for procurement matters
- Keep track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination
- Provide administrative support as the Agency's representative for the GOJ electronic procurement system
- Negotiates and prepares terms and conditions of proposed service contracts/works to ensure best value for money
- Monitors contracts awarded and evaluate performance against agreed service standards;
- Liaises with persons in the supply chain to ensure timely acquisition of goods and services;
- Reviews suppliers' invoices/quotations to ensure compliance with awarded Contracts and Government Procurement guidelines;
- Providing annual Contractor/Bidder Performance Reports as required
- Develops quality control standards to Monitor the quality of service provided by security and janitorial contractors who have been awarded Contracts
- Preparation of the Quarterly Contracts Award Report (QCA) to the Integrity Commission
- Overseeing the preparation and submission of the monthly Public Sector Reporting Form (PSR1) to the Ministry of Finance and the Public Service;
- Periodically updates the Warranty and Service Contract Logs to ensure timely tender related activities and renewal prior to expiration

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Excellent interpersonal and people management skills
- Excellent planning and negotiating skills
- Excellent organisational skills
- Excellent oral and written communication skills
- Excellent problem solving and decision making skills
- Must possess an eye for detail
- Ability to demonstrate a high level of integrity and ethical standards
- Sound and extensive knowledge of Government of Jamaica Procurement Procedures and guidelines

- Sound knowledge of the relevant provisions of the Public Procurement Act, 2015 Public Sector Procurement Regulations, FAA Act and Instructions
- Sound knowledge of tendering and contracts management
- Sound knowledge of accounting practices and financial management relating to government procurement
- Working knowledge in the preparation of Bid Documents, Request for Proposals
- Ability to research and evaluate technical proposals
- Proficient in the use of relevant computer applications

Minimum Required Qualifications and Experience:

The following qualification is required:

- A Bachelor's Degree: Management Studies, Accounting, Business Administration, Public Administration, Public Sector Management, Economics or any other related field.
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3
- Experience in related field: 3 years

OR

- ACCA Level 2
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field : 3 years

OR

- Diploma in Business Administration, Accounting or any other related field
- Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 and MIND
- Experience in related field : 5 years

Certification in project management would be an asset

Remuneration Package: - Salary Range: \$ 3,770,761.00 - \$ 5,071,254.00 p.a.

INFORMATION GOVERNANCE SPECIALIST (VACANT)

This position reports to the Senior Director, Corporate Services.

Job Purpose

To ensure compliance and adherence with the Agency's information governance policies and frameworks. The Information Governance Specialist will provide specialized knowledge to senior management and staff, and clear guidance and performance assessment to ensure that the Agency meets both its statutory and legal obligations. The post holder will develop robust information governance systems and processes that meet statutory requirements in particular in regards to access rights and records management.

Key Responsibilities:

Management/Administrative Responsibilities

- Demonstrates leadership through ethical behaviour, delegation and sharing of knowledge and skills
- Prepares and submits reports on the activities of the Document Management Unit as required
- Assists in the preparation of Divisional Work Plans and budget
- Ensures implementation and compliance of policies and procedures
- Represents the Division or Agency at meetings/conferences, as required
- Provides secretariat functions to the Agency's RIM Committee
- Promotes continuous professional development and career advancement
- Ensures dissemination of relevant information within the Unit and encourages feedback
- Conducts regular Unit meetings at least monthly with direct staff reports

- Conducts performance reviews in accordance with PMAS guidelines
- Participates in selection of staff (for the Agency)
- Establishes and fosters a culture of teamwork
- Maintains discipline and work ethic among staff
- Assesses training needs on an ongoing basis and makes recommendations, as required

Technical/Professional Responsibilities

- Provides guidance and advice on records management issues
- Develops and implements information-sharing arrangements and protocols with partner organisations
- Ensures that all new systems meet all Information, Records and Data Management arrangements
- Ensures that core standards in the creation, use and storage of records are implemented in the Agency
- Monitors and audits records management for the Agency
- Develops information governance policies, frameworks, business cases, and assesses appropriate software to ensure clients have a foundation for information governance
- Conducts assessments related to records management schedules, existing information governance maturity, and e-discovery/legal hold processes
- Communicates team requirements and executes against project plans to deliver client work product on time and on-budget
- Implements corporate client data and information governance programmes and designs information governance project charters and project plans
- Drafts and edits corporate client policies related to data, information, records management, and acceptable use of information, as well as preparation of incident response plans, information management plans
- Develops information governance, risk management and compliance software requirements for the NLA and assesses client requirements to determine technology that best fits the organization
- Identifies and researches new trends, new tools related to data mapping, categorization and classification, records and information management, knowledge management, governance risk management and compliance, legal technology, web content management, and other related software
- Supports client relationship team members and business development efforts by providing expert support throughout the sales cycle, including preparation of materials in response to RFPs, presentations statements of works and proposals
- Develops Terms of Reference for the engagement of consultants for Information Governance and scanning/digitization services
- Liaises with Corporate Legal Services Division on requests under the Access to Information Act

Other Responsibilities

- Performs other related duties assigned from time to time by the Senior Director

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Strong interpersonal skills
- Excellent planning, organising and problem-solving skills
- Excellent oral/presentation and written communication skills
- Strong analytical and advanced research skills related to industry trends, market competition and technology
- Solid organisational skills especially ability to meet project deadlines with a focus on details

- Ability to successfully multi-task while working independently or within a group environment
- Proven ability to work in a deadline-driven environment and handle multiple projects simultaneously
- Ability to interact effectively with people at all organisational levels of the Agency and with clients
- Good negotiating skills
- Strong analytical and critical thinking skills
- Sound work ethic
- Effective time management
- Strong project management skills and ability to deliver projects on time and within budget
- Computer literate including proficiency in the use of applications such as Microsoft Office Suite.

Minimum Required Qualifications and Experience:

- Bachelor's degree in Computer Science, Information Governance, Records Management, Public Administration or similar degrees preferred.
- Minimum of five (5) years' experience in information governance, records management, Registry operations, library management
- Experience in compliance, policy development, information management, records management, data privacy/protection and information technology required
- Project Management training and experience would be advantageous
- Certification in records management, information governance (IGP), data privacy (CIPM, CIPP) and/or other relevant certifications would be an asset

Remuneration Package: - Salary Range: \$ 3,770,761.00 - \$ 5,071,254.00 p.a.

PUBLIC PROCUREMENT OFFICER (VACANT)

This position reports to the Manager, Public Procurement

Job Purpose

To assist in the procurement processes required for the acquisition of goods and services essential for the operation of the Agency.

Key Responsibilities:

- Prepares tender notices and advertisements
- Prepares Request for Quotation for goods, general services and minor works
- Obtains quotations/tenders from appropriately qualified suppliers
- Represents Procurement Unit at Tender closing and opening exercises as Tender Officer
- Maintains Procurement records in good order to facilitate audit and other reviews
- Assist with preparation of Quarterly Contracts Award report to be submitted to the Integrity Commission
- Maintains a database of all contracts, warranties, bonds and insurances and ensures that they are current at all times and take responsibility for the safe keeping and return of all relevant documents
- Provides administrative support to Procurement Committee and assists with organizing meetings

Procurement Process Management

- Prepares and reviews technical specifications in collaboration with stakeholders, refining Terms of Reference (ToR) and prepares Requests for Proposals (REP) and bidding documents.
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers.
- Prepares and reviews TORs and bidding documents for all required procurement activities
- Liaises with relevant Divisions and stakeholders to have request for purchases and bidding documents prepared, approved and issued in a timely manner according to the approved budget.
- Manages the advertising process for procurements, procurement correspondence, bid receipt, and bid opening in strict accordance within mandated procurement procedures.
- Maintaining an accurate procurement filing system and records in a systematic and orderly manner
- Prepares Purchase Requisitions for purchases

Vendor Management

- Maintains list of vendors and contractors supplying various items and services.
- Develops and executes measurement tools to accurately gauge vendor's performance (quality delivery time's etc.) and communicates results internally and externally as necessary.
- Checks invoices to ensure correct price, follow through to ensure that materials ordered have been received, examines the condition of materials received, and recommend invoices for payment.
- Maintains procurement records such as items or services purchased costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports.
- Ensures all completed Purchase Orders are prepared and are accurate and submitted to vendors

Procurement Reporting

- Monitors and reports procurement implementation status and progress as required
- Prepares reports of and for procurement meetings.
- Assist with preparation of Public Sector Reporting (PSR1) Report
- Maintains spreadsheet for procurement in excess of \$500,000 for generation of QCA Report

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good time management skills
- Keen eye for detail
- High level of confidentiality
- Excellent knowledge of Government Procurement guidelines and procedures including the Public Procurement Act, 2015 and Public Procurement Regulations, 2018
- Excellent knowledge of contract administration
- Knowledge of Office Management Principles, practices and procedures
- Excellent knowledge of Accounting practices as applied to procurement
- Working knowledge of computer applications

Minimum Required Qualifications and Experience:

The following qualification is required:

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years' procurement experience in a similar post
- Training in Procurement/UNDP/CIPS, Level 2 or INPRI Level 3

Remuneration Package: - Salary Range: \$ 3,094,839.00 - \$ 4,162,214.00 p.a.

DISBURSEMENT OFFICER (VACANT)

This position reports to the Supervisor, Disbursement.

Job Purpose

To ensure that the Agency's utility bills are collated, certain allowances processed, payment vouchers prepared and payments made to both external and internal customers based on established accounting practices and procedure.

Key Responsibilities:

Technical /Professional Responsibilities

- Ensures that staff adhere to the internal telephone payment schedule
- Conducts research into queries by utility companies
- Ensures that payments are made to utility companies
- Maintains the utility registers using specialised software
- Generate payment vouchers
- Assists in the maintenance of recurrent payment vouchers
- Prepares traveling and subsistence allowances for Agency's relevant officers
- Prepares payments for both internal and external customers
- Prepares reports in respect of assigned activities
- Maintain travel register
- Maintain invoice tracking system

Other Responsibilities

- Performs other related duties assigned from time to time by the Supervisor

Required Skills/Competencies

The post-holder should be able to demonstrate:

- Good communication
- Good interpersonal skills
- Sound knowledge in relevant computer applications
- A working knowledge of financial and accounting principles and procedures including the FAA Act

Minimum Required Education and Experience

- AAT (Level 2) or CAT (Level B); **OR**
- Diploma in Accounting from a recognized institution; **OR**
- MIND Government Accounting (all of Level 2)
- Minimum of one year's experience working in the area of Payables

Remuneration Package: - Salary Range: \$1,550,136.00 - \$2,084,761.00 p.a.

SENIOR SECRETARY

(VACANT)

The position reports to the Operations Manager

Job Purpose

To provide effective and efficient administrative and secretarial assistance to the Manager and/or Senior Building Officer.

Key Responsibilities:

- Typing and preparing correspondence, reports and other documents
- Accurately reproducing manuscripts and briefs prepared by the Manager/Building Officers
- Taking dictation and reproducing notes into a final product
- Establishing and maintaining an effective records information and management system that allows for security, easy access and retrieval of information/documents
- Processing incoming and outgoing correspondence and ensuring that all matters are routed to the Manager or other relevant persons for attention
- Establishing and maintaining effective liaisons with the Manager and other personnel internally and externally in order to facilitate the smooth flow of communication
- Arranging meetings on behalf of the Manager
- Attending meetings and preparing minutes
- Receives and makes telephone calls for and on behalf of the Manager
- Assists in the preparation of Standard (e.g. monthly) Reports
- Scheduling routine and special appointments for the Manager
- Monitoring stationery and other miscellaneous items used in the Branch
- Tracking of all recurrent bills/invoices

Other Responsibilities:

- Liaise with contracted suppliers for information and followup
- Organize meetings
- Coordinates Operations Manager's calendar
- Under the direction of the Operations Manager take minutes at various meetings
- Assist with creating monthly and adhoc reports
- Follow up with Administrators, Asset Management and Inventory Officer, Senior Administrator and Building Officers
- Assist with contract administration for Agency and Government House projects
- Maintains contact with Government House stakeholders
- Creates and properly file all incoming documents
- Records all incoming and outgoing documentation
- Maintains supplies to Operations Manager's Office
- Liaises with procurement unit to assist in coordinating activities

Required Competencies/Skills:

The post-holder should be able to demonstrate:

- High level of confidentiality
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Sound time management skills

- Sound work ethics
- Ability to work on own initiative and under pressure
- Typing/word processing speed of at least 50 words per minute
- Excellent shorthand/note making skills
- Excellent computer skills i.e. proficiency in the use of MS Office applications including MS Word and MS Excel

Minimum Required Qualifications and Experience

- A certificate in Administrative Management – Level 2
- Four (4) CXC/GCE O’Level subjects including English Language
- Graduate of a recognized Secretarial Institution
- Three (3) years related working experience

Remuneration Package: - Salary Range: **\$1,550,136.00 - \$2,084,761.00 p.a.**

CASHIER

(4 VACANT)
(1 NOT VACANT)

This position reports to the Manager, Management Accounting.

Job Purpose

To collect and record on behalf of the Agency, all payments for services offered and ensure the safe custody and prompt lodgment of these payments in accordance with the FAA Acts, its Regulations and Instructions as well as the Agency’s Policies and Procedures.

Key Responsibilities:

- Collects payments from clients and issue receipts in accordance with assessment undertaken
- Assorts encashed documents for dispatch to relevant unit
- Balances sums received against computerised cash remittance (POS) system/receipt book (whichever is applicable) on a daily basis
- Settles Debit/Credit card machine on a daily basis (where applicable)
- Prepares lodgment for relevant bank accounts to be verified by authorized Personnel
- Generates reports
- Updates and balances cash book
- Ensures that all valuables held in the safe are secured in accordance with regulatory requirements and Agency’s policies and procedures
- Maintains petty cash imprest (where applicable)
- Make required entries in Value Book (where applicable)
- Maintains cheque disbursement register in accordance with Agency policies and procedures

Other Responsibilities

- Provides duties as Relief Cashier at different locations as required
 - Participates in interim and annual audit exercises by providing auditors with the necessary information and support
- Performs other related duties assigned from time to time

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Good communication skills

- Good interpersonal and customer care skills
- Good knowledge of accounting principles and practices
- Attention to detail
- Competence in the preparation of cash book
- Competence in the use of relevant computer software particularly Microsoft Excel

Minimum Required Qualifications and Experience:

The following qualification is required:

- Five (5) CXC/GCE subjects including English Language and Mathematics or Accounts
- One (1) year related working experience
- Working knowledge of a computerised cash remittance system would be an asset.
- Knowledge of the FAA Act, Regulations and Instructions in relation to procedures for collecting, receipting and custody of revenue.

Remuneration Package: - Salary Range: \$ 1,272,269.00 - \$ 1,711,060.00 p.a.

DRIVER

(1 POST – MONTEGO BAY)
(5 POSTS – KINGSTON)

This position reports to the Transport Supervisor.

Job Purpose

To transport staff and equipment to and from assignments and ensures the timely delivery of mail and other correspondence to their destination in keeping with established guidelines.

Key Responsibilities:

Administrative/Technical Responsibilities

- Collects assignments from supervisor and performs assigned duties
- Transport staff to assignments safely and in a timely manner
- Collects and delivers mail from Central Registries and delivers to destination
- Completes Log Books on completion of assignment and submits to supervisor on a daily basis
- Undertakes routine/daily basic checks of vehicles such as checking of engine oil, transmission oil, brake fluid, etc.
- Reports mechanical and other defects of vehicle immediately to Supervisor
- Takes vehicle to garage for servicing and/or repairs as instructed
- Ensures that all documentation (insurance, certificate of fitness and certification of registration etc.) are current and placed in the vehicle at the start of the work day
- Returns vehicle daily to the designated site and ensures that is securely locked
- Assist with placement and retrieval of records in Systematic Adjudication Areas
- Liaise with stakeholders at whose establishment records are posted
- Assist valuers, surveyors and Lands Officers in performance of their duties

Other Responsibilities

- Reports accidents to relevant authorities and prepares report within the established timeline
- Utilizes gas cards in accordance with established regulations and returns to Supervisor on completion of use each day

- Performs other related duties assigned from time to time by the Supervisor.

Required Skills/ Competencies

The post-holder should be able to demonstrate:

- Good interpersonal skills
- Good time management skills
- Excellent defensive driving skills
- Knowledge of basic motor vehicle maintenance
- Good road knowledge of the island

Minimum Required Qualifications and Experience:

The following qualification is required:

- High School/Secondary School Leaving Certificate
- Holder of a General driver's licence to include Motor Cars, Trucks (not less than 3000 kgs laden weight) and PPV Licence should be without traffic violations or endorsements
- Minimum of three (3) years related working experience

Training or exposure in customer service would be an advantage

Remuneration Package: - Salary Range: \$ 1,044,210.00 - \$ 1,404,346.00 p.a.

ATTENDANT

(2 VACANT)

This position reports to the Administrator/Office Supervisor.

Job Purpose

To respond to requests and ensure that general cleaning of pantry and office areas are undertaken and that the delivery of mail and the provision of refreshments are carried out with dispatch.

Key Responsibilities:

- Standards of general cleaning and maintenance of appliances and utensils kept
- Avoidance of litter and encumbrances from utensils in pantries
- Ensure the general hygiene of offices by avoiding the hazards associated with unclean utensils etc.
- Advise and ensure hot and cold beverages are served as required by health and safety standards
- Refreshments are served on time in meetings/conferences and as required
- Timeliness and responsiveness in facilitating the distribution of mail between the registry, Divisions and Sections
- Provides logistical support in the delivery of mail to clients, ministries and other departments
- Provision of timely and effective alerts to supervisor in relation to the general hygiene, hazards and aesthetics of offices
- Assist with the preparation of refreshments for meetings and training sessions
- Assist with cleaning spillages in the office environment

Other Responsibilities

Performs other related duties that may be assigned from time to time by the Supervisor

Required Skills/ Competencies

The job-holder should be able to demonstrate:

- Good interpersonal skills
- Good housekeeping skills
- Good interpersonal skills
- Knowledge of preparing and serving basic/simple refreshments
- Verified holder of a current food handler's permit
- Ability to read and interpret labels and instructions on products and equipment

Minimum Required Qualifications and Experience:

- Completion of Secondary School and have the ability to read and write
- A valid and current Food Handlers Permit
- At least two years of related or similar experience in housekeeping or in an office environment

Remuneration Package: - Salary Range: \$ 857,032.00 - \$ 1,152,613.00 p.a.

A letter of Application accompanied by a *Résumé* should be submitted no later than **December 29, 2023** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)