



VACANCY WITHIN THE NATIONAL SOLID WASTE MANAGEMENT AUTHORITY

PUBLIC PROCUREMENT ADMINISTRATOR

The National Solid Waste Management Authority (NSWMA) invites applications from suitably qualified persons to fill the position of **Public Procurement Administrator**.

The successful candidate will report to the Procurement Director and will be responsible for providing administrative and secretarial support. The incumbent will prepare monthly reports, maintain records in accordance with FAA Act, coordinate meetings, prepare purchase and travel documents and respond to routine matters in a timely manner.

QUALIFICATIONS REQUIRED

Education/Experience:

- Diploma in Business Administration/Management Studies/Accounting or any related field;
- At least one (1) year experience in a related field;
- Experience in procurement would be an asset.

Specifications:

- Ability to communicate effectively at all levels;
 - Strong organizational skills with the ability to manage multiple tasks;
 - An aptitude to follow written and oral instructions;
 - Ability to carry out tasks without constant supervision;
 - Sound time management skills;
 - Ability to exercise initiative, good reasoning and sound judgement.
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Applications with Résumés should be sent by **Friday, January 13, 2023**.

**The Human Resource Department
National Solid Waste Management Authority
61 Half Way Tree Road
Kingston 10
Email: applications@nswma.gov.jm**

Only shortlisted candidates will be contacted.