



## **PRIVATE SECURITY REGULATION AUTHORITY**

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to fill the following position in its Kington Office.

### **ADMINISTRATOR - Procurement & Office Management (LEVEL 7)**

Salary - \$1,543,219.00 – \$1,834,403.00 p.a.

#### **Summary of Duties**

Under the supervision of the Human Resource and Industrial Relations Manager, the incumbent will be required to ensure the efficient procurement of goods and services in accordance with established GOJ standards and to develop and implement appropriate mechanisms for ensuring an ergonomically sound and safe work office environment.

#### **Qualification and Experience**

A Bachelor's Degree in Public Administration or equivalent from a recognized tertiary institution

or

A Diploma in Public Administration or equivalent from a recognized tertiary institution with experience in a similar position

**and**

A Certificate in GOJ Public Procurement from MIND or the Ministry of Finance.

#### **Specific Knowledge and Competencies Required**

- GOJ Procurement procedures and best practices
- Inventory management control mechanisms
- Knowledge of general office management

#### **Strategic Objectives**

1. Develop, implement, and maintain GOJ procurement practices.
2. To manage the Authority's inventory efficiently and effectively.
3. Ensure that staff has effective equipment and adequate furniture and supplies to execute duties.
4. Develop, implement, and maintain an effective equipment maintenance schedule

Please submit application to [applications@psra.gov.jm](mailto:applications@psra.gov.jm) by ***June 10, 2022***.

We thank all applicants; however only shortlisted applicants will be contacted.