



**WESTERN REGIONAL HEALTH AUTHORITY
LOT 31B, FAIRVIEW SHOPPING CENTRE
MONTEGO BAY
ST JAMES**

VACANCY

Applications are invited from qualified persons for the position of:

PUBLIC PROCUREMENT ADMINISTRATOR (GMG/AM 2)

REGIONAL OFFICE

Salary Range (\$1,711,060.00 - \$2,301,186.00 per annum)

The Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ a **Public Procurement Administrator** for the **Regional Office**. Reporting to the Director of Public Procurement, the incumbent will be expected to provide complete secretarial/administrative support.

CORE FUNCTIONS:

- Coordinate reports on behalf of the organization
- Maintain records in accordance with the FAA Act, etc.
- Disseminate in a timely manner all incoming and outgoing correspondences
- Coordinate meetings:
 - a. Arrange Department and Procurement Committee meetings
 - b. Disseminate relevant documents for meetings
 - c. Record and generate accurate and timely minutes for meetings
- Prepare and distribute letters and other correspondence relating to personnel and department matters
- Liaise with suppliers and other external and internal customers as necessary regarding the procurement process
- Interact with the online procurement platform
- Make travel arrangements for organization officers
- Responsible for organizing all purchasing documents
- Ensure that all Purchase and Travel Requisitions are channeled through the proper system before preparing the purchase orders
- Ensure all necessary information for the processing of Purchase Requisitions and Travel Requisitions are in place
- Assist with compiling data to prepare Purchase Orders
- Ensure that all Purchase Orders are typed

- Assist in expediting the movement of purchase orders to the suppliers
- Communicate with all levels of staff regarding the movement of the Requisitions and Purchase Orders
- Maintain a database of all bonds and insurances and ensure that they are current at all times
- Assist users with preparing Purchase Requisitions correctly
- Maintain proper record management for Purchase Requisitions, Purchase Orders and C.O.D. letters
- Ensure that copies of Purchase Requisitions are dispatched to the correct department
- Answer the telephones and screen and direct callers to the appropriate person or use initiative to assist callers where possible
- Perform other similar and related tasks are required

QUALIFICATION & EXPERIENCE:

- Diploma in Business Administration/Management Studies/Accounting or any other related field
- At least 1 year of working experience in the related field

Application letter along with detailed resume should be submitted no later than

March 23, 2026 to:

**The Manager
Human Resource Management
Western Regional Health Authority
Lot 31b, Fairview Shopping Centre
P O Box 900
St. James**

Or e-mail wrojobs@wrha.gov.jm

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED