## Manager, Public Procurement

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Manager, Public Procurement**.

### Responsibilities
The **Manager, Public Procurement** is responsible for managing and coordinating and the functions of the Procurement Department. The incumbent will organize the timely procurement and efficient delivery of goods, services and works for Spectrum Management Authority (SMA) in accordance with Government Procurement Laws, Policies, Procedures and Guidelines at the highest level of management. Principal duties include:

- Providing Spectrum Management Authority (SMA) staff with general procurement information and advice.
- Building relationships with clients and other stakeholders to sustain confidence in the Authority and the procurement process.
- Monitoring and ensuring that effective and up to date procurement records are maintained.
- Monitoring and ensuring that procurement practices conform to the Financial Audit Act (FAA) and Government Procurement Guidelines, Laws and regulations.
- Performing the duties of purchasing agent on behalf of the Authority as well as local funded projects.

### Requirements
- BSc. In Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- At least Five (5) years related work experience in procurement of goods and services

**Applications must be submitted no later than June 18, 2025:**

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.

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