



PRIVATE SECURITY REGULATION AUTHORITY

The Private Security Regulation Authority, a department of the Ministry of National Security, is seeking to engage the services of the following posts on a **ONE** year **CONTRACT** for its head office in **Kingston**.

1. ADMINISTRATOR - LEVEL 7 (PROCUREMENT & OFFICE SERVICES)

Salary - \$1,483,864.00 – \$1,783,849.00 p.a.

Summary of Duties

Under the supervision of the Human Resource and Industrial Relations Manager, the incumbent will be required to develop and implement appropriate mechanisms for ensuring: an ergonomically sound and safe work environment; that there are effective equipment and machinery; that there are adequate furniture and supplies; and the efficient procurement of goods and services in accordance with established standards and regulations.

Qualification and Experience

1. A Bachelor's Degree in Public Administration or equivalent from a recognized tertiary institution with one to three (1-3) years' experience in a similar position.

or

A Diploma in Public Administration or equivalent from a recognized tertiary institution with four to five (4-5) years' experience in a similar position.

2. Inventory Management training would be an asset.

Specific Knowledge and Competencies Required

- Knowledge of General Office Management
- Procurement best practices and good Inventory Management Control Mechanism (s)
- Key deliverables are produced within agreed timeframes and to required standards.
- Documents produced are accurate, complete and comply with relevant policies and regulations.
- Systems implemented are effective and efficient.

Strategic Objectives

- Develop, implement, and maintain GOJ Procurement practices.
- Ensure that Procurement policies are adhered to by all stakeholders.
- Ensure a comfortable and safe work environment
- Ensure that staff has effective equipment and adequate furniture and supplies to execute duties.
- Develop, implement and maintain a proper fixed asset inventory and store inventory systems
- Develop, implement and maintain an effective equipment maintenance schedule
- To develop, implement and maintain supplier rating system.

Private Security Regulation Authority
12 Ocean Boulevard (6th Floor), Kingston
applications@psra.gov.jm.

Only shortlisted applicants will be contacted.