



MINISTRY OF ENERGY & MINING

The Ministry of Energy and Mining (MEM) will be implementing an Energy Efficiency and Conservation program within the public sector.

Objective:

The general objective of this Program is to support the reduction of Jamaica's dependence on oil consumption through the design and implementation of Energy Efficiency and Energy Conservation measures in the public sector. The Program also aims at materializing the potential for energy conservation and subsequently reducing Jamaica's energy consumption and associated costs.

The MEM therefore invites applications from suitable qualified persons to fill the following positions:

ADMINISTRATIVE ASSISTANT

Key Responsibilities:

- a) To organize activities as directed by the Project Manager, the Finance, Technical and Procurement Officers.
- b) Assist in the administrative aspect of procurement procedures, in respect of contracting of works, goods and services, in collaboration with the Technical, Finance and Procurement Officers.
- c) To provide secretarial services inclusive of inter alia typing, taking dictation, monitoring and/or directing telephone calls and facsimile transmittals, filing, as well as organizing, attending and recording minutes for meeting/conferences/committees.
- d) To assist in the preparation of technical reports and other reports as required by the Project.
- e) To utilize computer applications to prepare reports, collect data and to prepare presentations.

Minimum Qualifications and Experience

- Bachelor's Degree in Business Administration or Management or equivalent.
- A Master of Science in Business Administration or Management Studies would be an asset.
- At least five (5) years work related experience
- Proficiency in Microsoft Office Suite
- Experience in supporting internationally funded programs, particularly IDB Projects, would be an asset.

TECHNICAL OFFICER

Key Responsibilities:

- a) To develop and review the specifications for the energy efficiency retrofits to reflect compliance with international standards and local codes.
- b) To assist in the preparation of tender reports and recommendations for award of contracts.
- c) To examine the equipment supplied to the project to verify compliance with specifications and quantities as per contracts.
- d) To inspect and verify that installations are compliant with specified requirements.
- e) To develop and verify test procedures and results for equipment and systems supplied under the project.
- f) Specification of the scope of work for the energy efficiency audit of GOJ facilities.
- g) To review the quality of reports from auditors and other technical consultants providing comments and recommendations for improvement where necessary.
- h) Review of international energy efficiency standards and best practice and have these incorporated in the interventions and retrofits funded under the project.
- i) To liaise, provide leadership, guidance and technical direction to personnel in the GOJ entities to implement energy efficiency measures identified under the project.
- j) Assist in the verification of claims and invoices submitted by contractors for payment, particularly the completion of the supply and installation as per the contract requirements.

Minimum Qualifications and Experience

- Bachelor of Science degree in Engineering or Architecture
- At least ten (10) years post-first degree experience in engineering or architecture.
- At least five (5) years experience in assignments related to the design, implementation and monitoring of energy efficiency programs.
- Experience at a senior technical level and knowledge of the rules and guidelines of international funding agencies, like the IDB, would be an asset.

PROCUREMENT OFFICER

Key Responsibilities:

- a) Directs the planning, designing and monitoring of the Project Procurement implementation process.
- b) Carries out pre-qualification studies, examines market prices, delivery dates and specifications to assist in the management of contracts.
- c) Prepares tenders and/or request for proposals, letters of award to successful bidders and notification to unsuccessful bidders accordingly.
- d) Drafts Expressions of Interest/Notices/Invitations to Tender for publication in local media and/or UNDB online. Liaison with responders.
- e) Constantly review Procurement Process and make recommendations for the improvement of the procurement execution.
- f) Assist in the administrative aspect of procurement procedures, in respect of contracting of works, goods and services, in collaboration with the Technical and Finance Officers.
- g) Assist in maintaining the currency and functionality of technology utilized by the PEU including software updates/upgrades, computer hardware maintenance and internet access.
- h) Assist in the monitoring and achievement of compliance with the fiduciary and other obligations under the loan.

Minimum Qualification and Experience

- Bachelor of Science in Engineering Science, Business Administration or Management or equivalent.
- A Master of Science would be an asset.
- At least five (5) years experience in a position that exposed the incumbent to Procurement, Project Administration or Project Management work.
- Knowledge of GOJ and international procurement rules and procedures is essential.

Only short-listed persons will be contacted.

Applications must be submitted no later than 5th December, 2011 to:

**The Permanent Secretary
Ministry of Energy and Mining
36 Trafalgar Road
Kingston 10.**