



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 162

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24th August, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill **vacant** posts in the **Jamaica Council for Persons with Disabilities (JCPD)**, as detailed in the attached Vacancy Notice.

Applications accompanied by résumés should be submitted **no later than Friday, 4th August, 2026 to:**

Human Resource Manager
10 Ripon Road
Kingston 5

Email: jobs-jcpd@jcpd.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.

**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**

JOB VACANCY NOTICE

SYSTEMS ADMINISTRATOR (MIS/IT 5)

Information Communication & Technology Unit

The Jamaica Council for Persons with Disabilities (JCPD) is seeking to identify a suitably qualified candidate to fill the above-mentioned post.

SUMMARY OF RESPONSIBILITIES

1. To lead the administration, security, and continuous improvement of JCPD's ICT infrastructure while ensuring reliable, efficient, and secure technology services.
2. Network & server administration
3. Cybersecurity and user access management
4. Backup and disaster recovery
5. Hardware/software support
6. System upgrades & patch management
7. Email, internet & VoIP support
8. Vendor coordination
9. Performance reporting

QUALIFICATIONS/EXPERIENCE

This position requires any of the following qualifications/experience:

1. Bachelor's degree in information technology, Computer Science, or an equivalent qualification from a recognized institution.
2. Systems Administration/System Engineer certification in Unix and Microsoft.
3. At least five (5) years' experience administering computer systems and networks.

KNOWLEDGE/SKILLS

The position requires any of the following knowledge/skills:

1. Knowledge of GOJ regulations, policies, and procedures
2. Knowledge of project management skills
3. Knowledge of the JCPD's policies and procedures governing ICTs.
4. Knowledge of the Disability Act, including its regulations, precedents, and other relevant laws
5. Knowledge of the functioning of the Disability Rights Tribunal
6. Proficiency in the use of database management systems, report writing tools (e.g., Crystal Reports), SQL, VB.NET, and at least one other programming language
7. Ability to identify system performance issues and recommend system improvements.
8. Report Preparation
9. Networking

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

1. The post is performed primarily in a normal office environment.
2. The incumbent will be required to lift, bend, and stretch when necessary.
3. The incumbent may be required to be on call to resolve network issues.
4. Occasional travel to regional and parish offices may be required

JOB VACANCY NOTICE

PROCUREMENT OFFICER (GMG/AM 3)

Procurement Unit

The Jamaica Council for Persons with Disabilities (JCPD) is seeking to identify a suitably qualified candidate to fill the above-mentioned post.

SUMMARY OF RESPONSIBILITIES

1. Prepares and administers procurement documents, including Requests for Quotations (RFQs), Requests for Proposals (RFPs), Invitations to Tender and related bidding documents.
2. coordinates the end-to-end procurement process, including the advertisement of opportunities, bidders' conferences, receipt and opening of bids, evaluation processes, contract award recommendations, and contract administration.
3. liaises with suppliers, contractors and service providers to facilitate procurement activities,
4. resolves procurement-related issues,
5. maintains supplier and contract records,
6. prepares procurement reports for management and oversight bodies and
7. ensures that all procurement activities are conducted with transparency, fairness, accountability and value for money.
8. provides technical guidance to internal clients on procurement requirements
9. monitors contract performance, any other related duties assigned by the Head of procurement

QUALIFICATIONS/EXPERIENCE

This position requires any of the following qualifications/experience:

1. A bachelor's degree in Procurement and Supply Chain Management; Business Administration, Management Studies, Public Administration, Accounting, or a related discipline from a recognized tertiary institution.
2. Professional certification or specialized training in Public Sector Procurement (Government of Jamaica Procurement Certification or equivalent) would be an asset.
3. At least three (3) years' experience in procurement, contract management, purchasing, or a related field.

KNOWLEDGE/SKILLS

The position requires any of the following knowledge/skills:

1. Sound knowledge of the Government of Jamaica Handbook of Public Sector Procurement Procedures, the Public Procurement Act and Regulations,
2. Knowledge of relevant computer packages including spreadsheet, word processing, presentation
3. Basic knowledge of purchasing principles and practices

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

5. The post is performed primarily in a normal office environment.