



Government of St. Vincent and the Grenadines

ADVERTISEMENT

POST OF PROCUREMENT OFFICER I **MINISTRY OF HIGHER EDUCATION, GRENADINES AFFAIRS, AIRPORTS** **AND SEAPORTS**

Applications are invited from suitably qualified persons to fill the post of **PROCUREMENT OFFICER I** at the Ministry of Higher Education, Grenadines Affairs, Airports and Seaports.

QUALIFICATIONS AND EXPERIENCE

Applicants should possess the following:

- A Bachelor's in Accounting, Business Administration or any related field;
- Additional training in procurement, contract management;
- Minimum of two (2) years working experience in procurement, administrative services or contracting.

DUTIES

The duties of the officer appointed to the post will include the following: -

- **Assisting with the coordination of Procurement Planning Activities;**
- **Assisting with procuring goods, works and services for projects to be implemented by the Ministry;**
- **Assisting with organizing bids and evaluation activities;**
- **Assisting with contract management;**
- **Performing any other duties assigned by the Project Officer II in keeping with the post of Procurement Officer I.**

SALARY

Salary is payable in the scale \$56,988 x \$3,240 - \$73,188 per annum in Grade E.

CLOSING DATE FOR APPLICATIONS

Applications, accompanied by proof of qualifications and two (2) recent testimonials, should be sent to the Chief Personnel Officer, Personnel Department, 2nd Floor, Ministerial Building, Halifax Street, Kingstown, to reach her not later than **September 28, 2026.**