# INVITATION TO SUBMIT APPLICATIONS TO FILL THE CAPACITY AS A MEMBER OF THE PUBLIC PROCUREMENT BOARD

## OVERVIEW

The Procurement Department, under the portfolio of the Ministry of Finance and Economic Management, invites applications from suitably qualified residents on Montserrat, to provide high quality services for the position of a Public Procurement Board member.

The successful candidate will be selected following an assessment based on the eligibility criteria outlined below. The final individual will be appointed by the Deputy Governor as a member of the Public Procurement Board and will be tasked with executing the functions and duties as outlined in the Terms of Reference. The engagement will be for a period of three (3) years.

## QUALIFICATIONS AND EXPERIENCE

The Ministry of Finance and Economic Management is seeking applications from residents in Montserrat who possesses the following:

1. Background knowledge of Finance/Public Auditing or a strongly related field, supported by at least five (5) years' experience working within this capacity;
2. Has proven competence in Financial Management;
3. A person who is strongly committed to teamwork and can operate in a confidential manner and
4. Possesses excellent ability to plan and deliver outcomes within agreed timeframes.

## CONTENT AND DEADLINE

Suitably qualified and experienced residents who wish to serve on this Committee are requested to submit their application comprising of their Curriculum Vitae (CV) along with a cover letter explaining the value he/she can add to this role and other supporting documents such as certificates of academic qualifications and professional Reference Letters.

Prospective applicants seeking additional information on this assignment are invited to email procurement@gov.ms on or before **Wednesday, 21st May 2025.** Detailed Terms of Reference can be obtained from the GOM Website on https://tenders.gov.ms/ or collect a hard copy at the Ministry of Finance and Economic Management Headquarters, downstairs of the Office of the Premier's building in Brades.

Applications are to be placed in an envelope labelled **'Application to fill the capacity as a member of the Public Procurement Board,** addressed to the Head, Government Procurement Services, Ministry of Finance and Economic Management and submitted to the Head of Government Procurement Services, Ministry of Finance and Economic Management, no later than **12:00 noon, local time, by Friday, 30th May 2025.**