



MINISTRY OF
**HEALTH &
WELLNESS**

CAREER OPPORTUNITY

Procurement of an Events Planner for Events Management Services

As part of the strategy the Ministry, during Fiscal Year 2024/25 the Ministry will be undertaking specific actions aimed at increasing the profile of the health professions so as to increase the volume of persons that are entering training programs within tertiary level institutions across the island.

One such action that will be implemented during the financial year is a career and employment expo. The successful Event Manager will have responsibility for the designing, planning, preparation, and management of the EXPO and related any other related activities to hosting a successful and professional forums and events.

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in business management, Public Policy, Government or equivalent.
- Training in Events Management or certification in Events Management.
- At least 5 years working in Events Management.

Applicant are required to have or obtain a valid copy of Tax Compliance Certificate (TCC).

Request for proposals comprising of an Application Letter, Curriculum Vitae and evidence of qualification must be submitted via the GOJEP on or before **Monday, November 4, 2024 at 10:00 am.**

Interested Consultants, who have not yet registered on the GOJEP, can self-register by navigating to the GOJEP Self-Registration page or make contact with the Office of the Public Procurement Policy (OPPP) [oppccustomer@mof.gov.jm](mailto:oppccustomer@care@mof.gov.jm) or by telephone at 876-932-5264 for support.

The detailed Terms of Reference can be viewed on the GOJEP platform at <https://www.gojep.gov.jm/epps/home.do>.

**We thank all applicants; however,
please note only shortlisted candidates
will be contacted.**