

MS DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

Is seeking a contract worker as a Procurement Technology Consultant. The contract worker will assist with processing contract documents and maintaining divisional documentation for procedures for this processing. Other duties and responsibilities will be assigned as needed. It is understood by the parties that the Contractor shall work under the direction of Procurement Director, or designee, whose responsibilities include assigning, directing and monitoring the daily work and assessing the quality of the work.. Qualified applicants should have a Bachelor's degree in a technology related field or 0-2 years directly related experience in procurement, purchasing, or information technology project management. The term of the contract shall be one (1) year with three (3) optional one-year renewals. The rate of pay shall be thirty dollars (\$30) per hour (not including travel) not to exceed \$62,400.00 per year. We fingerprint and do a background check on all new hires. Contract Worker will not be deemed as independent, and all employment taxes will be withheld and matched. Applicants must provide a cover letter, resume, and three (3) professional references to Lori Adams via electronic mail at contractworkers@its.ms.gov or by hand to 3771 Eastwood Drive, Jackson, MS 39211. ITS will accept applicants until 5:00pm, Friday, June 2, 2023 for the purpose of hiring a contract worker. For more information, please contact Lori Adams by email at contractworkers@its.ms.gov or phone at 601-432-8045.