



The National Road Operating & Constructing Company Ltd. invites applications from qualified candidates to fill the following position:

MANAGER, PUBLIC PROCUREMENT

The Procurement Manager has the responsibility to ensure that goods and services required by the organization are procured and delivered as requested, and in accordance with the Government of Jamaica's Public Procurement Act, 2015 and Public Procurement Regulations, 2018.

Duties and Responsibilities include:

- Managing the procurement process to ensure compliance with procurement guidelines and procedures.
- Acting as purchasing agent on behalf of the entity
- Acting as eProcurement Coordinator and Lead Evaluator
- Coordinating and conducting procurement compliance reviews
- Coordinating and conducting internal procurement training as necessary
- Preparing and submitting accurate reports to the Ministry of Finance and the Public Service and other relevant government agencies.

Education and Experience:

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounting, or any related field.
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Five (5) years related work experience in procurement of goods and services

OR

- Diploma in Accounting, Business administration or other related field.
- Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
- Seven (7) years related work experience in procurement of good and services

Detailed information on the duties, experience and alternative qualification for this position can be accessed from the Company's website at info@h2kjamaica.com.jm

Your application letter with a detailed resume should be sent no later than February 13, 2023 to:

Corporate Services Manager
National Road Operating & Constructing Company Ltd.
Development Bank of Jamaica Building
11a-15 Oxford Road, Kingston 5

Or emailed to: careers@h2kjamaica.com.jm (Include the *position* in the subject line.)

NB: We thank all applicants for their interest, but only short-listed candidates will be contacted.