



**THE NATIONAL ROAD OPERATING & CONSTRUCTING CO. LTD. (NROCC)**

Invites applications from suitably qualified applicants to fill the following vacancy.

**Public Procurement Officer**

The Procurement Officer under the general supervision of the Public Procurement Manager is to assist in the procurement processes required for the acquisition of goods and services essential for the operation of the MDA. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

**Main Duties & Responsibilities include:**

- Procurement Documentation: Prepare purchase orders, tender notices, RFQs, and manage the tender process, maintaining accurate records and databases.
- Vendor and Supplier Management: Engage with suppliers, evaluate proposals, and oversee vendor performance, ensuring quality and timely delivery.
- Compliance and Reporting: Ensure compliance with regulations, prepare necessary reports for the Integrity Commission, manage procurement filing systems, and handle GCT Withholding Certificates.
- Coordination and Communication: Liaise with departments, stakeholders, and government agencies, monitor procurement progress, and assist with procurement committee meetings and approvals.

**Minimum Required Education and Experience:**

- Diploma in Public Administration/Management Studies/Accounting or any other related field
- Three (3) years procurement experience, in a similar position

Your application letter with a detailed resume should be sent no later than **November 10, 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](mailto:careers@h2kjamaica.com.jm) Include the *Position* you are applying for in the subject line.

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