



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

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

### LAND ACQUISITION ASSISTANT

The Land Acquisition Assistant provides administrative support to the Land Acquisition Department to facilitate the timely and efficient procurement of lands for the construction of highways.

#### **Main Duties & Responsibilities include:**

- Provides general administrative support to the Senior Manager Land Acquisition.
- Assists with the preparation of contracts for the engagement of service providers.
- Assists the Senior Manager Land Acquisition with follow-up on matters with attorneys, the National Land Agency, other government agencies and service providers.
- Assists with the updating and maintenance of the land databank.

#### **Minimum Required Education and Experience:**

- Diploma in Business Administration from a recognized institution OR Certified Professional Secretary designation.
- Paralegal training and or experience would be an asset.
- At least five (5) years' experience in an administrative or senior secretarial position.

Detailed information about this position can be accessed from the Company's website at [www.h2kjamaica.com.jm](http://www.h2kjamaica.com.jm)

Your application letter with a detailed resume should be sent no later than February 27, 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.