

MINISTRY OF JUSTICE Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Public Procurement Officer (GMG/AM 3) (vacant)** in the Public Procurement Branch, Corporate Services Division; salary range \$2,190,302.00 - \$2,945,712.00 per annum.

JOB PURPOSE

Under the supervision of the Director, Public Procurement, the Public Procurement Officer, is primarily responsible for assisting in the execution of procedures for the timely and cost-effective procurement of goods and services on behalf of the Ministry of Justice in accordance with policies and legal requirements.

REQUIRED QUALIFICATION AND EXPERIENCE

- A Diploma in Management Studies, Business Administration or any other equivalent qualifications.
- At least two (2) years' experience in purchasing in the government service.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor ***no later than Friday, January 17, 2025 to:***

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: moj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.