

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Public Procurement Specialist** (Contract) in the Public Procurement Branch, Corporate Services Division with salary of \$5,000,000.00 per annum.

JOB PURPOSE

The Public Procurement Specialist is responsible for the implementation of all procurement related activities of all built environment and works projects for the Ministry of Justice and its Departments.

REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree in Business Administration, Management Studies, Public Administration, Public Sector Management, Economics, Accounts or any related field;
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPR1 Level 4 from MIND and certification in procurement;
 - Five (5) years' work experience in procurement; management and planning as well as experience working with local capital works projects as well as projects funded by international agencies.
 - Knowledge of Government of Jamaica and International Funding Institutions procurement procedures.
 - Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations
- Or
- Any other equivalent combination of qualifications, training and experience plus
 - Knowledge of Government of Jamaica and International Funding Institutions procurement procedures.
 - Sound proven working knowledge of the Government Public Procurement Act, 2015 and Regulations

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 Monday, June 30, 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, however only those shortlisted will be contacted.