



DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS

CHURCH TEACHERS' COLLEGE MANDEVILLE

To nurture through love and wisdom™

## Job Vacancy

The Board of Management of Church Teachers' College: Mandeville invites application for the following position for June 2024

**Job Title : Public Procurement Officer (GMG/AM 3)**

**Salary: \$\$2,190,302 per annum**

### Job Summary:

The Public Procurement Officer will assist the Director, Public Procurement, in the procurement processes required for the acquisition of goods and services essential for the operation of the College. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica procurement guidelines and procedures (Public Procurement Act 2015).

### Minimum Education & Experience

- Diploma in Public Administration/Accounting or related field
- Three (3) years procurement experience
- Proficiency in MS Word, Excel and database management

The Chairman  
C/o The Personnel Manager  
Church Teachers' College: Mandeville  
40 Manchester Road, Mandeville, Manchester.  
Email: [hr@ctc.edu.jm](mailto:hr@ctc.edu.jm)

**Please note that only shortlisted applicants will be contacted.**

