



DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS

Church Teachers' College: Mandeville

“To nurture through love and wisdom.”

The Board of Management of Church Teachers' College: Mandeville invites applications for the following position for August 2023.

Public Procurement Officer (GMG/AM 3) -Vacant

Salary: \$1,984,305 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

Please submit Application Letter and Curriculum Vitae by July 10, 2023, to:

The Chairman

C/o The Personnel Manager

Church Teachers' College: Mandeville

40 Manchester Road, Mandeville, Manchester.

Email: hr@ctc.edu.jm

Please note that only shortlisted applicants will be contacted.