



**The Jamaica Urban Transit Company Limited**  
*seeks to recruit*  
*a*  
**Public Procurement Administrator**

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Diploma in Public Administration/Management Studies/Accounting or any other related field.
- At least one (1) year procurement experience in a similar position

**CORE FUNCTION:**

Reporting to the Manager, Public Procurement, the Public Procurement Administrator will be responsible for performing administrative duties to include but not limited to providing the necessary support to the Department and the Internal Procurement Committee, managing spare parts clearance and advertising processes for procurements.

*The successful candidate should also possess:*

- Excellent communication and interpersonal skills
- Proficiency in the use of Microsoft Suite
- Excellent administration skills
- Excellent time management skills
- Excellent oral and written communication skills
- Good organizational skills
- The ability to work on own initiative and also as part of a team
- The ability to pay keen attention to details and must be highly confidential
- Strong ethical standards and integrity
- The ability to work in a dynamic environment

Applications with detailed resumes should be submitted no later than **October 13, 2022** to:

**"Recruitment"**  
**Jamaica Urban Transit Company Limited**  
**Michael Manley Drive**  
**P.O. Box 575**  
**Twickenham Park**  
**Spanish Town**  
**Email: [recruitment@jutc.com.jm](mailto:recruitment@jutc.com.jm)**

*Note: While we thank all applicants for their interest, only short-listed candidates will be contacted.*

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