



CAREER OPPORTUNITY

MANAGER, PROPERTY AND ESTATE MANAGER (Level 8)

QUALIFICATION AND EXPERIENCE

- First Degree in Facilities Management or Equivalent
- Professional qualifications in Land Valuation, Building Services or a related field
- Post graduate qualification preferred
- Proven Management Experience
- Minimum of five (5) years' experience in a related field

PRINCIPAL FUNCTIONS/RESPONSIBILITIES

- Maintain database of the Agency's Capital Assets.
- Participate in the development and maintenance of the Life Cycle Management Plan for the Agency's capital assets.
- Prepare maintenance schedules for the Agency's buildings and properties within acceptable timelines and supervise timely responses/implementation.
- Supervise the maintenance and repairs of properties and buildings.
- Manage the Security Portfolio for all NWA properties.
- Develop budget for property/estate function.
- Collaborate with Legal Services personnel in preparing contracts, negotiating property acquisitions for road construction activities.
- Provide Project Management Services for building projects undertaken by Agency.
- Provide status reports on the Agency's properties within agreed timelines.

Submitted application in writing no later than
Friday, February 08, 2019 to:

**Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10
or email: recruitment@nwa.gov.jm**

The Agency thanks all applicants in advance. Only individuals short-listed will be contacted.