



# CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

## ADMINISTRATIVE ASSISTANT (Level 4) – Internal Audit Unit

### QUALIFICATION AND EXPERIENCE: -

- Certificate or Diploma in Secretarial Studies from a recognized tertiary institution.
- Certified Administrative Professional (CAP) designation OR Undergraduate degree in a Social Science discipline.
- A minimum of three (3) years related work experience.

### SKILL REQUIREMENTS/KEY COMPETENCIES

- Office management and organizing skills.
- Proficiency in Microsoft Word and Excel applications.
- Minute taking and report writing.
- Basic knowledge of information technology.
- Very good communication and human relation skills.
- Creativity, innovation, and problem solving.

### REPORTING RELATIONSHIP

Reports to: Chief Internal Auditor

### PRINCIPAL FUNCTIONS

- Produce reports, letters and other documents at a high professional level.
- Complete assignments within specified deadlines and to appropriate technical standards.
- Provide timely reminders to Director/Manager of all priorities.
- Report to the Director/Manager on all matter relating to administrative requirements of the directorate/department.
- Establish and maintain filing and records management system for the office in keeping with the Agency's Records Management Policy.
- Plan and arrange for internal and external meetings.
- Prepare travel arrangement and travel itinerary.
- Record minutes of meetings and prepare reports from meetings or from documents.
- Monitor items delegated and follow up for response.
- Maintaining adequate office supplies and functional equipment.
- Security of records, files, equipment in work area.
- Making basic routine decision on behalf of and or in the absence of the Director/Manager.

**CURRENT SALARY : \$2,803,771.00 per annum**

**Applications should be submitted no later than  
Wednesday, July 15, 2026 to:  
Human Resource Manager  
National Works Agency  
140 Maxfield Avenue, Kingston 10  
or Application can be sent via email to:  
Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.  
Only individuals shortlisted will be contacted**

*"Developing Safe, Reliable & Quality Roads"*