



CAREER OPPORTUNITY

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

ASSISTANT PARISH MANAGER (LEVEL 5) – ST. MARY

QUALIFICATION AND EXPERIENCE: -

- Diploma in Construction Management or equivalent
- Specialized training in Contract Management, Road Maintenance, Bridge Inspection and other related areas
- Working knowledge of procurement procedures
- 3 -5 years in the road construction sector

PRINCIPAL DUTIES/RESPONSIBILITIES

- Advise the Parish Manager on all activities within the assigned road section.
- Accountable for the achievement of Agency's target within the road sections
- Represent the Agency at official functions/meetings assigned by the Parish Manager
- Prepare work plans/ itinerary for agreed periods.
- Prepare periodic reports on all infrastructure activities about road sections.
- Conduct site visits, inspections of bridges, quarries, drainage structures and retaining walls.
- Maintain a current database of parish infrastructure inventory in assigned area.
- Investigate complaints, accidents or nuisances affecting the public caused by Agency's activities or factors affecting the Agency's business.
- Review performance of contractors and make recommendations.
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood and observed.
- Participate in local emergency strategies.
- Provide technical advice to clients and stakeholders within the parish.

REPORTING RELATIONSHIP

Reports to: Parish Manager

SALARY : \$3,501,526.00 per annum

**Applications should be submitted no later than
Friday, September 25, 2026 and addressed 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"