



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 Manager (Level 5) - South-East Region

QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Business Administration or Management Studies.
- Experience in office management, inventory management and vehicle management.
- At least eight (8) years working experience of which at least four (4) should be at supervisory level.

SKILL REQUIREMENTS/KEY COMPETENCIES

- Good oral and written communication skills.
- Ability to plan, organize, coordinate and control activities of the region.
- Ability to complete projects within specific time frame.
- Strong analytical and problem-solving skills.
- Ability to negotiate with suppliers of goods and services.
- Excellent team player.
- Creativity, innovation and problem solving.

REPORTING RELATIONSHIP

Reports to: Regional Manager

PRINCIPAL FUNCTIONS

- To provide administrative support to the Regional Manager and coordinate the administrative operation of the regional office.
- Plan, organize and supervise regional activities as it relates to office management, procurement, accounting (including petty cash account), documentation, archiving, transport fleet and courier services.
- Develop and document administrative and operation policies and procedures to facilitate regional operation.
- Evaluate and revise procedures and/or devise and implement new forms or systems to improve efficiency of workflow.
- Oversee the development and implementation of records management policies intended to standardize filing, protecting and retrieving records, reports and any other information in the agency.
- Implement and maintain administrative standards of the agency.
- Formulate procedures for systematic retention, protection, retrievals, transfer and disposal of records as per government regulations.
- Recommend suppliers of goods and services in keeping with established procedures.
- Make recommendations to improve efficiency and effectiveness of maintenance activities, consumption of utilities and documenting/monitoring of Capital Asset.

CURRENT SALARY : \$3,501,526.00 per annum

**Applications should be submitted no later than
Monday, September 1, 2025 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 in advance.
Only individuals short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"