



## 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)

Minimum Requirement

#### **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

#### **REPORTING RELATIONSHIP**

Reports to: Parish Manager

#### **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.

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

Submitted application in writing no later than  
Tuesday, May 13, 2025 to:  
Human Resource Manager  
National Works Agency,  
140 Maxfield Avenue, Kingston 10  
or email: [recruitment@nwa.gov.jm](mailto:recruitment@nwa.gov.jm)

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

*"Developing Safe, Reliable & Quality Roads"*