



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)

Salary as of April 2024 - \$3,501,526.00

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

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.

Submit application in writing no later than

Tuesday, March 26, 2024 to:

Human Resource Manager

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.*