



CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the under-mentioned position in the Directorate of Regional Implementation and Special Projects

ASSISTANT PARISH MANAGER – ST. ELIZABETH

QUALIFICATION AND EXPERIENCE:-

- Diploma in Construction Management or equivalent
- Specialized training in Contract Management, Road Maintenance
- Working knowledge of procurement procedures
- 3 – 5 years in the road construction sector

SKILL REQUIREMENTS: -

- Technical skills and knowledge of road maintenance and construction
- Contract supervision skills
- Analytical and problem solving skills
- Technical report writing and oral communication skills

REPORTING RELATIONSHIP

Reports to: Parish Manager

HIGHLIGHTS OF JOB FUNCTIONS:-

- Advise the Parish Manager on all activities within the assigned road section
- Account for the achievement of Agency's target within the road sections
- 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

Applications should be submitted no later than
Tuesday, December 14, 2021

and addressed to:

**Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue,
Kingston 10**

**Applications can be sent via email to:
recruitment@nwa.gov.jm**

"Developing Safe, Reliable & Quality Roads"