



# CAREER OPPORTUNITY

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

## Building Officer (Level 6)

### QUALIFICATION AND EXPERIENCE

- B.Sc. Construction Management or equivalent.
- Three (3) to five (5) years experience in building/property management.
- Working knowledge of Government procurement procedures.
- Experience in Building Inspection and other related areas.
- Specialized training in contract management, property/building maintenance.

### SKILL REQUIREMENTS/KEY COMPETENCIES

- Highly developed management skills.
- Highly developed technical skills and knowledge of building maintenance and construction.
- Highly developed contract management skills.
- Strong supervisory skills and a team player.
- Good appreciation of quality management standards.
- Strong negotiating skills.
- Strong analytical and problem-solving skills.
- Technical report writing and oral communication skills.

### REPORTING RELATIONSHIP

Reports to: Property and Estate Manager

### PRINCIPAL FUNCTIONS

- To ensure that the Agency's buildings are maintained in an efficient and cost-effective manner.
- To ensure that the occupants of the buildings are able to work in an environment which is secure and safe.
- To prepare Bills of Quantities/ internal estimates for renovation works to be done on all properties.
- Make regular inspections of building work at various stages of completion and provide technical advice on construction, repairs and maintenance across NWA buildings/property.
- Prepare annual property budgets.
- Inspect, supervise and recommend maintenance, repairs and improvement work to the Agency's property/ buildings.
- Prioritize and immediately attend to repairs that relate to lighting, air conditioning, safety and security.
- To ensure that the procedures established to deal with customer complaints are utilized.
- Properly document and discharge maintenance requests within agreed schedules.
- Proactively communicate by notifying complainants about the status of their issues.
- Ensure maintenance activities are done in a manner that utilizes the best material, trades and supervision, etc.
- Carry out preventative, planned maintenance program and undertake routine inspections of premises, fixtures, fittings and utility meters.

**CURRENT SALARY : \$4,266,270.00 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

*"Developing Safe, Reliable & Quality Roads"*