



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:-

- Bachelor's Degree in 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

SKILLS 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
- Contract Supervision skills
- Technical report writing and oral communication skills

REPORTING RELATIONSHIP

Reports to: Property /Estate Manager

PRINCIPAL DUTIES/RESPONSIBILITIES

- Properly document and discharge maintenance requests within agreed schedules.
- Prioritize and immediately attend to repairs that relate to lighting, air conditioning, safety and security
- 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
- Prepare comprehensive budgets
- Ensure repairs to the physical plant are done against the background of budgetary provision and constraints.

CURRENT SALARY: \$4,266,270.00 per annum

Submitted application in writing no later than
Tuesday, May 20, 2025 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.