



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:-

- At least a Diploma in Construction Management or equivalent
- Three to five years experience in building/property management

SKILL REQUIREMENTS: -

- Good oral and written communication skills.
- Sound knowledge of relevant computer applications and systems.
- Strong supervisory skills.
- Good appreciation of quality management standards.
- Strong negotiating skills.
- Results oriented.

REPORTING RELATIONSHIP

Reports to: Property/Estate Manager

PRINCIPAL FUNCTIONS:-

- Maintenance requests are to be properly documented and discharged within agreed schedules.
- Repairs that relate to lighting, air conditioning, safety and security are to be prioritized and dealt with immediately.
- It is of vital importance that complainants know the status of their issues and thus communication must be proactive.
- Maintenance activities are to be done in a manner that ensures the use of the best materials, trades and supervision.
- Repairs to the physical plant must be done against the background of budgetary provisions and constraints and as such, comprehensive budgets must be done.

Applications should be submitted no later than
Tuesday December 21, 2021 to:
Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue,
Kingston 10

or

Application can be sent via email to:
Recruitment@nwa.gov.jm