



# CAREER OPPORTUNITY

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

## Corporate/Performance Monitoring Officer (Level 6)

### **QUALIFICATION AND EXPERIENCE:-**

- First Degree in Public Administration, Management Studies, Economics or equivalent
- Training in Corporate Planning, Strategic Planning and Performance Monitoring
- Training in Project Management would be an asset
- Experience in corporate planning and performance monitoring.

### **SKILLS REQUIREMENTS/KEY COMPETENCIES:**

- Sound knowledge of Government's Corporate Planning, Operational Planning and Budgeting process and procedures.
- Highly developed communication, interpersonal, planning organizing and problem-solving skills.
- Good working knowledge of Performance Monitoring Techniques and their application
- Good analytical skills and sound judgement
- Proficiency in the use of computer applications

### **REPORTING RELATIONSHIP**

Reports to: Director Planning and Research

### **PRINCIPAL DUTIES/RESPONSIBILITIES**

- Prepare the Agency's annual corporate and operational plans by liaising with the Senior Management team to achieve alignment with the goals and objectives of the portfolio Ministry.
- Monitor the Agency's progress in achieving the Annual Key Performance Indicators.
- Monitor the planning process to ensure direct linkage with corporate plans, budget and cash flow.
- Monitor the performance of the Agency's projects against agreed targets.
- Produce Quarterly performance Reports for Portfolio Ministry and external agencies.
- Participate in regular corporate and operational planning meeting to support and monitor corporate and operational plans.

**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](mailto:recruitment@nwa.gov.jm)

The Agency thanks all applicants in advance.  
Only individuals short-listed will be contacted.