



# 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

### SKILL REQUIREMENTS: -

- 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 FUNCTIONS:-

- Prepare the Agency's annual corporate and operational plans by liaising with the Senior Management team to achieve alignment with the goal 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 plan, budget and cash flow.
- Monitor the performance of the Agency projects against agreed targets.
- Produce Quarterly performance Reports for Portfolio Ministry and external Agencies.

Salary: \$4,266,270.00 per annum

**Applications should be submitted no later than  
Tuesday March 18, 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**

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

*"Developing Safe, Reliable & Quality Roads"*