



## CAREER OPPORTUNITY

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

### MAJOR PROJECT MANAGER (LEVEL 8)

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

- B.Sc.in Civil Engineering or equivalent
- Advanced training in Project Management/Engineering
- 5-7 years' experience in administration of Projects
- Post-graduate degree in Project Management/MBA or related

#### **SKILL REQUIREMENTS:-**

- Highly developed Civil Engineering skills and knowledge in Project Planning and Implementation
- Excellent knowledge of Public Sector Procurement Procedures
- Strong analytical and problem-solving skills.
- Excellent project scheduling techniques
- Excellent technical report writing and oral communication skills.
- Creativity, Innovation.

#### **REPORTING RELATIONSHIP**

Reports to: Director, Major Project

#### **HIGHLIGHT OF JOB FUNCTIONS:-**

- Plan and implements projects to achieve their stated objectives in an effective and efficient manner.
- Conduct procurement of contractor based on Public Sector Procurement Procedures.
- Direct the completion of designated projects in accordance with all stated requirements.
- Monitor and co-ordinate strategic financial planning for all new projects.
- Proposes strategic technological and developmental modifications.
- Conduct economic appraisal of projects, roads, bridges etc.
- Maintain contacts with relevant Government Agencies and Internal Technical Divisions on project administration and implementation.
- Advice on all planning matters including mechanics of planning and adequacy plans.
- Plan and administer assigned major projects.
- Submit executive reports.
- Evaluate long term plans and quarterly review of capital works.

**Salary: \$7,716,512.00 per annum**

**Applications should be submitted no later than  
Friday, February 28, 2025 and addressed to:**

**Human Resource Manager  
National Works Agency**

**140 Maxfield Avenue, Kingston 10 or**

**Application can be sent via email to: [Recruitment@nwa.gov.jm](mailto:Recruitment@nwa.gov.jm)**

**The Agency thanks all applicants.**

**Only individuals short-listed will be contacted.**

*"Developing Safe, Reliable & Quality Roads"*