



## CAREER OPPORTUNITY

### MAJOR PROJECT MANAGER (LEVEL 8)

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

Report to: Director of Major Projects

#### QUALIFICATION AND EXPERIENCE

- B.Sc. Degree in Civil Engineering or related field
- 7-10 years experience in project administration.
- Advanced training in Project Management or engineering field
- Postgraduate degree in specialized Engineering discipline field

#### SKILLS

- Excellent management skills
- Highly developed leadership skills
- Sound knowledge of Project Management Implementation
- Strong decision-making and problem solving skills
- Excellent communication and interpersonal skills

#### HIGHLIGHTS OF PRINCIPAL FUNCTIONS

- Plan and administer assigned major projects
- Provide advice on all planning matters including mechanics of planning and adequacy plans
- Monitor and coordinate strategic financial planning for new projects
- Proposes strategic technological and developmental modifications
- Maintain contacts with relevant Government agencies and internal technical divisions on project administration and implementation
- Conduct economic appraisal of roadworks, bridgework projects etc
- Evaluate long term plans and quarterly review of capital works
- Develop and maintain Information Systems
- Produce projects reports/briefings for internal and external stakeholders
- Manage human resource issues for assigned staff
- Represent the Agency at meetings, consultations and conferences as required

All applications should be submitted no later than  
**Friday, December 20, 2019** to:

Manager, Personnel and Industrial Relations  
National Works Agency  
140 Maxfield Avenue  
Kingston 10

Or

Applications can be sent via email to:  
**recruitment@nwa.gov.jm**

The Agency thanks all applicants in advance.  
Kindly note however that only shortlisted applicants  
will be contacted.