



# CAREER OPPORTUNITY

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

## OFFICE MANAGER (LEVEL 7)

### QUALIFICATION AND EXPERIENCE:-

- University Degree in Business Administration/Administrative Management or related discipline.
- Extensive knowledge of modern office and record keeping practices and procedures.
- Certificate in Events Management
- Certificate in Public Procurement, CIPS Level 3 or INPRI Level 4
- 5 – 10 years experience in supervision and office management or similar position.

### REPORTING RELATIONSHIP

Reports to: Director, Human Resource Management and Administration

### SKILLS REQUIREMENTS:-

- Sound knowledge of Government Public Procurement Act 2015 *and* Regulations
- Sound Knowledge of Inventory Management
- Ability to negotiate with service providers
- Ability to exercise good judgement and take initiative in the performance of job responsibilities
- Excellent planning and organizing skills
- Ability to work within the guidelines established by company policies and procedures in carrying out assigned responsibilities.

### PRINCIPAL FUNCTIONS:-

- Ensures the timely submission of all documents/information requested
- Prepares and submit performances and other reports as requested
- Plan, organize, direct and monitor the maintenance of the Corporate Office's facilities including office cleaning.
- Supervision of the canteen and the aftercare facility
- Procure and distribute office Stationery and supplies and equipment
- Prepare and monitor reports on telephone usage and payments for corporate office

**Salary: \$5,198,035.00 per annum**

**Applications should be submitted no later than  
Tuesday January 14, 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.**