



CAREER OPPORTUNITY

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

PARISH MANAGER (LEVEL 6) – ST. THOMAS

QUALIFICATION AND EXPERIENCE:-

- Bachelor's degree in construction management or equivalent
- Specialized Training in Contract Management, Road Maintenance, Bridge Inspection and other related areas
- Knowledge of Procurement procedures
- 7 years in the road construction sector with experience at a senior supervisory level

SKILL REQUIREMENTS:-

- Highly developed management skills
- Highly developed technical skills and knowledge of road maintenance and construction
- Highly developed contract management skills
- Strong analytical and problem solving skill
- Good communications and interpersonal skills
- Technical report writing and oral communication skills
- Leadership and team skills

REPORTING RELATIONSHIP

Reports to: Regional Manager

PRINCIPAL FUNCTIONS:-

- Advise the Regional Manager on all activities with the parish
- Accountable for the achievement of Agency's target with the parish
- Represent the Agency within the assigned parish at all official functions/ meetings
- Plan, organize, coordinate and direct the parish maintenance activities
- Instruct and train staff in work activities and identify training needs
- Review and approve work plans/ itinerary of Assistant Parish Managers
- Prepare periodic reports on all infrastructure activities within the parish
- Conduct site visits, inspections of bridges, quarries drainage structures and retaining walls
- Maintain a current database of parish infrastructure condition
- Investigate complaints, accidents or nuisances affecting the public caused by Agency's activities or factors affecting the agency's business
- Review performance of contractors and make recommendations
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood and observed
- Devise local emergency strategies and attend local Disaster Planning Committee meetings
- Provide technical advice to clients and stakeholders within the parish

Annual salary – \$ 4,266,270.

**Applications should be submitted no later than
Tuesday April 2, 2024 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"