



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. ELIZABETH

Minimum Requirements

QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Construction Management or equivalent.
- Specialized training in Contract Management, Road Maintenance, Bridge Inspection and other related areas.
- Working knowledge of procurement procedures.
- Seven (7) years in the road construction sector with experience at a senior supervisory level.

PRINCIPAL DUTIES/RESPONSIBILITIES

- Advise the Regional Manager on all activities with the parish.
- Account for the achievement of the Agency's targets within parish.
- Represent the Agency within the parish at all official functions/meetings.
- Plan, organize, coordinate and direct the parish maintenance activities.
- 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 conditions.
- Investigate complaints, accidents or nuisances affecting the public caused by the Agency's activities or factors affecting the Agency's business.
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood.
- Provide technical advice to clients and stakeholders within the parish.

Submit application in writing no later than
Friday, February 18, 2022 to:
Manager, Personnel and Industrial Relations,
National Works Agency,
40 Maxfield Avenue, Kingston 10
or
email: recruitment@nwa.gov.jm

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