



CAREER OPPORTUNITY

Assistant Parish Manager – Portland

QUALIFICATION AND EXPERIENCE:-

- Diploma in Construction Management or equivalent
- Specialized training in Contract Management, Road Maintenance
- 3 – 5 years in the road construction sector
- Working knowledge of procurement procedures

SKILL REQUIREMENTS: -

- Technical skills and knowledge of road maintenance and construction
- Contract supervision skills
- Analytical and problem solving skill
- Technical report writing and oral communication skills

REPORTS TO: PARISH MANAGER

HIGHLIGHT OF JOB FUNCTIONS:-

- Report to the Parish Manager on all activities within the assigned road section
- Accountable for the achievement of Agency's target within the road sections
- Prepare work plans/ itinerary for agreed periods
- Prepare periodic reports on all infrastructure activities about road sections
- Conduct site visits, inspections of bridges, quarries, drainage structures and retaining walls
- Maintain a current database of parish infrastructure inventory in assigned area
- 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
- Participate in local emergency strategies

**Applications should be submitted no later than
Friday, June 25, 2021 and addressed to:
Manager, Personnel and Industrial Relations
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 in advance. Kindly note that only shortlisted applicants will be contacted. Previous applicants for Assistant Parish Manager need not apply.

"Developing Safe, Reliable & Quality Roads"