



CAREER OPPORTUNITY

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

PROJECT OFFICER (LEVEL 5)

QUALIFICATION AND EXPERIENCE

- B.Sc. in Civil Engineering or equivalent
- At least five (5) years' experience in project administration and supervision
- Experience in project monitoring, budgeting, and contract administration

SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Sound knowledge of budgeting practices
- Strong analytical and problem-solving skills
- Knowledge of relevant computer applications and systems
- Good project scheduling techniques
- Highly developed technical report writing and oral communication skills
- Team player with creativity and innovation
- Strong interpersonal skills

REPORTING RELATIONSHIP

Reports to: Senior Project Officer

PRINCIPAL DUTIES/RESPONSIBILITIES

- Monitor projects or project segments to ensure timely execution
- Liaise with consultants and contractors and coordinate the preparation and signing of contracts
- Monitor processing of certificates and ensure timely payments of bills
- Maintain accurate and up-to-date project records
- Liaise with contractors, utility companies, and government agencies to facilitate smooth project implementation
- Prepare estimates and preliminary designs

SALARY: \$3,501,526.00 per annum

**Applications should be submitted no later than
Friday, October 24, 2025 and addressed 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 shortlisted will be contacted**

"Developing Safe, Reliable & Quality Roads"