



## CAREER OPPORTUNITY

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

### PROPERTY OFFICER (LEVEL 5)

#### QUALIFICATION AND EXPERIENCE

- B.Sc. in Facilities Management, Real Estate Management and Valuation, Construction Management
- Five (5) years working experience in Construction Management and/or Facilities Management
- Working knowledge of the public procurement procedures
- Working knowledge of inventory management

#### SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Highly developed technical skills and knowledge of building maintenance and construction
- Highly developed management and supervisory skills
- Technical report writing and oral communication skills
- Sound knowledge of relevant computer applications and systems
- Sound calculative, problem-solving and analytical skills
- Strong negotiating skills

#### REPORTING RELATIONSHIP

Reports to: Manager, Property/ Estate

#### PRINCIPAL DUTIES/RESPONSIBILITIES

- Establish preventative maintenance programmes for all NWA properties island wide.
- Monitor and report on the implementation of environmentally friendly, cost-cutting initiatives based on re-use, reduction and recycling strategies.
- Develop monitoring plans for replacement and disposal of assets, equipment and furniture
- Process Contractor Performance Evaluation Forms.
- Manage the NWA assets island wide.
- Facilitate the preparation of contracts for repair/refurbishing of infrastructure.
- Inspect and make recommendations for upkeep and improvement of NWA facilities island wide.
- Ensure the implementation of health and safety measures.
- Manage pest control, waste management and other critical building and property support services.
- Conduct site visits with prospective vendors.

**SALARY: \$3,501,526.00 per annum**

Applications should be submitted no later than  
Friday, January 2, 2026 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