



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:-

- Diploma in Land Economy and Valuation Surveying and/or Management Studies, Facilities Management, Logistics, Supply Chain or Construction Management from an accredited Institution.
- A minimum of three years experience in valuation of real estate/ property
- A minimum of three years experience in Construction Management

SKILL REQUIREMENTS: -

- Excellent oral and written communication skills
- Sound knowledge of relevant computer applications and systems
- Sound calculative and analytical skills set
- Results-oriented
- Strong negotiation skills
- Excellent team player

PRINCIPAL DUTIES:

- Determine market rates of land for acquisition
- Maintain up-to-date verification on the acquisition process
- Prepare land acquisition budget
- Access market sales activity via the Office of the Commissioner of Stamps Duty, Land valuation and professional network.
- Inspect facilities islandwide and make recommendations for upkeep and improvement
- Document fortnightly updates to facilitate controls and forecasting
- Conduct regular site visits to have dialogue with prospective vendors on the acquisition process.
- Attend project meetings regularly to keep abreast of developments which have a bearing on land acquisition.
- Ensure all matters of acquisition are finalized by discharge of a legal survey
- Ensure the effective discharge of the board of Survey exercises

Applications should be submitted no later than
Friday, July 31, 2020 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.
Only individuals short-listed will be contacted.

"Developing Safe, Reliable & Quality Roads"