



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:-

- BSc. in Facilities Management, Real Estate Management and Valuation, Construction Management
- 5 years' 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 islandwide.
- 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 islandwide.
- Facilitate the preparation of contracts for repair/refurbishing of infrastructure.
- Inspect and make recommendations for upkeep and improvement of NWA facilities islandwide.
- 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.

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

**Submit application in writing no later than
Monday, June 16, 2025 to:
Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or email: recruitment@nwa.gov.jm**

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