



# CAREER OPPORTUNITY

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

## Senior Clerk of Works (Level 5)

### QUALIFICATION AND EXPERIENCE

- Diploma in Construction Management or equivalent
- Advanced training in road construction supervision
- At least five (5) years experience within the road construction sector

### SKILL REQUIREMENTS/KEY COMPETENCIES

- Construction supervision skills
- Contract management skills
- Project management skills
- Working knowledge of government contracts and agreements procedures
- Good interpersonal skills
- Good oral and written communication skills

### REPORTING RELATIONSHIP

Reports to: Major Project Manager

### PRINCIPAL FUNCTIONS

- Conduct quality control checks on sources of supply of aggregates, and other road material
- Maintain site diary
- Prepare interim certificates
- Record quality control data with statistical analysis
- Establish and maintain safety procedures
- Instruct contractors on work requirements
- Monitor compliance with the requirements of environmental permits
- Liaise with utility companies with respect to adjustments to services
- Conduct maintenance checks on contractors' equipment
- Recommend design or modification of necessary drainage works and kerb alignments
- Attend seminars, meetings etc. as required

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

Applications should be submitted no later than  
Friday, October 31, 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"*