



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 PROJECT OFFICER (LEVEL 6)

QUALIFICATION AND EXPERIENCE

- B.Sc. Civil Engineering or equivalent
- At least seven (7) years working experience in administration of projects
- At least three (3) years supervision or superintendence of project site or section

SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Sound knowledge of budgeting practices
- Sound knowledge of relevant computer applications and systems
- Strong analytical and problem-solving skills
- Sound knowledge of Public Sector Procurement Procedures
- Good interpersonal skills
- Good project scheduling techniques
- Highly developed technical report writing and oral communication skills
- Team player
- Creativity and innovation

REPORTING RELATIONSHIP

Reports to: Major Project Manager

PRINCIPAL DUTIES/RESPONSIBILITIES

- Liaise with consultants and contractors to ensure timely execution of projects
- Monitor and ensure proper processing of certificates and timely payments of bills
- Supervise projects or project segments
- Maintain accurate and up to date project records
- Monitor compliance with the requirements of environmental permits
- Liaise with Contractors, utility companies and Government Agencies to facilitate smooth implementation of project/project segment

SALARY: \$4,266,270.00 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"