



CAREER OPPORTUNITY

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

SPECIAL PROJECTS OFFICER (LEVEL 6)

QUALIFICATION AND EXPERIENCE

- B.Sc. in Construction Management, Civil/Structural 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
- Specialized training in flood control systems (e.g., river training) would be an asset.

SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Construction management skills
- Strong analytical and problem-solving skills
- Good communication and interpersonal skills
- Sound knowledge of relevant computer applications and systems
- Highly developed technical report writing and oral communication skills
- Good project scheduling techniques and sound knowledge of budgeting practices
- Leadership skills
- Team player
- Creative and innovative

REPORTING RELATIONSHIP

Reports to: Regional Coordinator

PRINCIPAL DUTIES/RESPONSIBILITIES

- Monitor projects or project segment.
- Maintain accurate and up-to-date project records.
- Prepare detailed reports on the progress of construction and recommend solutions for problems encountered at construction sites.
- Monitor and ensure proper processing of certificates and timely payments of bills.
- Conduct site meetings and investigations and prepare reports on the progress, and problems relating to construction activities.
- Conduct checks for quality control, suitability of materials used, and monitor contractors for adherence to the approved technical specifications developed for the construction of the rehabilitative structures.
- Monitor compliance with the requirements of environmental permits.
- Liaise with Contractors, Utility Companies and Government Agencies to facilitate smooth implementation of projects/project segments.

SALARY: \$4,266,270.00 per annum

**Applications should be submitted no later than
Friday, November 7, 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"