



CAREER OPPORTUNITY

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

HUMAN RESOURCE ASSISTANT (LEVEL 4)

QUALIFICATION AND EXPERIENCE

- Diploma in Human Resources Management or Business Administration
- Computer training and competence
- At least two (2) years working experience
- Experience in an HR environment would be an asset
- Strong numerical and analytical skills

SKILL REQUIREMENTS/KEY COMPETENCIES

- Basic knowledge of personnel policies, procedures and practices
- Working knowledge of industrial relations practices and employment legislation
- Good interpersonal and communication skills
- Results oriented
- Working knowledge of relevant software applications
- Innovative and excellent problem-solving skills

REPORTING RELATIONSHIP

Reports to: Human Resource Manager

PRINCIPAL FUNCTIONS

- Prepare computation of leave balances at separation, end of contract or retirement.
- Monitor leave escalation and notify Managers/Directors to action.
- Monitor and process resumption from leave.
- Prepare schedule of vacation leave balances for all employees at the end of the calendar and financial years.
- Process special leaves (such as no-pay leave, compassionate, special sick, maternity, paternity, national representation).
- Monitor and rectify discrepancies in leave application.
- Monitor and review attendance records/reports.
- Review attendance registers and identify where leave applications are outstanding.
- Update attendance for the regions on the HRMIS.
- Process HR benefits and provide basic information.
- Update employee records on the HRMIS
- Update HR records in keeping with Human Resource Policies and Procedures.
- Advise Managers to approve outstanding leave applications.
- Advise staff of unaccounted absences to be addressed.

CURRENT SALARY : \$2,803,771.00 per annum

**Applications should be submitted no later than
Friday, August 22, 2025 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 in advance.
Only individuals short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"