



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.

Major Project Manager (Level 8)

QUALIFICATION AND EXPERIENCE

- B.Sc. in Civil Engineering or equivalent
- 5-7 years' experience in administration of Projects
- Advanced training in Project Management/Engineering
- Post-graduate degree in Project Management/MBA or related

SKILL REQUIREMENTS/KEY COMPETENCIES

- Excellent management skills
- Highly developed Civil Engineering skills and knowledge in Project Planning and Implementation
- Strong analytical and problem-solving skills
- Excellent interpersonal skills
- Excellent project scheduling techniques
- Excellent knowledge of Public Sector Procurement Procedures
- Excellent technical report writing and oral communication skills
- Creativity, innovation

REPORTING RELATIONSHIP

Reports to: Director, Major Projects

PRINCIPAL FUNCTIONS

- Plans and implements projects to achieve their stated objectives in an effective and efficient manner.
- Conduct procurement of Contractor based on Public Sector Procurement Procedures.
- Directs the completion of designated projects in accordance with all stated requirements.
- Develops and maintains a reliable project information system.
- Liaise with major international funding agencies and institutions.
- Compliance with approved operating procedures/standards.
- Provides accurate, available and current road data.
- Adherence to budgetary guidelines, timeliness and stated specifications on all major projects.
- Represent the Agency at meetings, conferences and other functions as required.
- Provides technical advice to the senior management team.
- Prepares and submits performance and other reports as required.
- Plan and administer assigned major projects.
- Direct and maintain control of the Division of Project Implementation.
- Advice on all planning matters including mechanics of planning and adequacy plans.
- Monitor and co-ordinate strategic financial planning for all new projects
- Maintain contacts with relevant Government agencies and internal technical divisions on project administration and implementation.
- Conduct economic appraisal of projects, roads, bridges, etc.
- Evaluate long-term plans and quarterly review of capital works

CURRENT SALARY : \$7,716,512.00 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"