



CAREER OPPORTUNITY

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

TRAINING AND DEVELOPMENT OFFICER (LEVEL 5)

QUALIFICATION AND EXPERIENCE

- At least a first degree in Public Administration, Social Sciences or equivalent.
- Specialized training in Human Resource Development/Training Techniques.
- At least 3 years' experience in Human Resource Development

SKILL REQUIREMENTS/KEY COMPETENCIES

- Highly developed facilitation skills
- Good interpersonal skills
- Computer literacy with a good command of the Microsoft Word, Excel and PowerPoint Applications and the ability to quickly learn new applications
- Good Time Management
- Good Communication skills
- Creativity, innovation and problem solving skills
- Good negotiation skills

REPORTING RELATIONSHIP

Reports to: Training and Development Manager

PRINCIPAL FUNCTIONS

- Conduct training needs assessments using various kinds of survey methods on a yearly basis
- Develop training plan annually based on results from survey conducted
- Design & implement training programmes for staff members
- Research & recommend appropriate training & development strategies for team members
- Process overseas travel for relevant staff
- Disseminate updated information on training and development and scholarships available.
- Process applications for scholarships locally and overseas, study leave, day release and time-off and communicate with the Ministry of Finance with respect of bonding arrangements where necessary.
- Monitor the Orientation and Induction programme and make recommendations for its improvement
- Maintain a database of trainers, training providers and training institutions
- Develop and implement creative programmes, activities and services to meet work force training needs.
- Identify and recommend the purchase or rental of appropriate facilities, equipment and supplies for training programmes.
- Develop and implement training events outside regular Agency programmes including seminars and workshops.
- Utilize appropriate and modern training methods.
- Facilitate the development of quality in-house trainers.
- Analyze programme results as required by management to enhance training effectiveness.
- Prepares monthly reports on training and development activities

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

Applications should be submitted no later than

Thursday, July 31, 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"