



CAREER OPPORTUNITY

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

OFFICE MANAGER (LEVEL 7)

QUALIFICATION AND EXPERIENCE:-

- University Degree in Business Administration /Administrative Management or related discipline.
- Extensive knowledge of modern office and record keeping practices and procedures.
- Certification in Events Management
- Certificate in Public Procurement, CIPS Level 3 or INPRI Level 4
- 5 – 10 years' experience in supervision and office management or similar position

SKILL REQUIREMENTS: -

- Excellent Management Skills.
- Sound Knowledge of Government Public Procurement Act 2015 & Regulations
- Sound knowledge of Inventory Management
- Excellent interpersonal and people management skills
- Excellent oral and written communication skills
- Ability to negotiate with service providers
- Excellent planning and organizing skills
- Ability to exercise good judgment and take initiative in the performance of job responsibilities.
- Ability to work within the guidelines established by company policies and procedures in carrying out assigned responsibilities.
- Compose effective and accurate correspondence.
- Deal with non-route matters such as special projects, with minimum specific instruction.
- Assume responsibility and execute the supervisor's orders and instructions with authority.

REPORTING RELATIONSHIP

Reports to: Director–Human Resource Management and Administration.

PRINCIPAL FUNCTIONS:-

- Procure and distributes office stationery, supplies and equipment
- Plan, organize, direct & monitor the maintenance of the Corporate Office's facilities including office cleaning.
- Coordinate agency wide meetings, conferences, and social functions
- Sets up operational procedures to maintain a consistent work from in and out of the department.
- Reviews employee job performance and makes recommendations for disciplinary actions or commendation to Director for final approval.
- Delegates and monitors work assignments and schedules.
- Prepare and monitor reports on telephone usage and payments for Corporate Office
- Coordinate the delivery of the Agency's mails and other items.
- Supervision of the of the canteen and the aftercare facility
- Coordinates and monitors activities for disaster preparedness and emergency management.

Present Annual salary – \$4,594,306.00

**Applications should be submitted no later than
Tuesday March 19, 2024 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 short-listed will be contacted.**

"Developing Safe, Reliable & Quality Roads"