



CAREER OPPORTUNITY

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

FOUR (4) POSITIONS: PARISH MANAGER (LEVEL 6) - ST. ELIZABETH, KINGSTON, TRELAWNY and MANCHESTER

QUALIFICATION AND EXPERIENCE

- B.Sc. Construction Management or equivalent
- Specialized training in contract management and road maintenance
- Bridge inspection and other related areas
- Working knowledge of procurement procedures
- A minimum of seven (7) years experience in the road construction sector, including experience at a supervisory level.

SKILLS REQUIREMENTS/KEY COMPETENCIES:

- Highly developed management skills
- Highly developed technical skills and knowledge of road maintenance and construction
- Highly developed contract management skills
- Strong analytical and problem solving skill
- Good communications and interpersonal skills
- Technical report writing and oral communication skills
- Leadership and team skills

REPORTING RELATIONSHIP

Reports to: Regional Manager

PRINCIPAL DUTIES/RESPONSIBILITIES

- Advise the Regional Manager on all activities with the parish
- Accountable for the achievement of Agency's target with the parish
- Represent the Agency within the parish at all official functions/meetings
- Plan, organize, coordinate and direct the parish maintenance activities
- Prepare periodic reports on all infrastructure activities within the parish
- Conduct site visits, inspections of bridges, quarries, drainage structures and retaining walls
- Maintain a current database of parish infrastructure conditions
- Investigate complaints, accidents or nuisances affecting the public caused by Agency's activities or factors affecting the Agency's business
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood
- Provide technical advice to clients and stakeholders within the parish

SALARY : \$4,266,270.00 per annum

**Applications should be submitted no later than
Friday, October 17, 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"