



CAREER OPPORTUNITY

Career Opportunity – Internal Advertisement

Applications are invited from suitably qualified individuals for the under-mentioned position in the Directorate of Regional Implementation and Special Projects

Assistant Parish Manager (Level 5) – St. Catherine & St. Andrew

QUALIFICATION AND EXPERIENCE :-

- Diploma in Construction Management or equivalent
- Specialized training in Contract Management, Road Maintenance
- 3 – 5 years in the road construction sector
- Working knowledge of procurement procedures
- Knowledge of Bridge Inspection and other related areas

SKILL REQUIREMENTS: -

- Technical skills and knowledge of road maintenance and construction
- Contract supervision skills
- Analytical and problem solving skill
- Technical report writing and oral communication skills

REPORTING RELATIONSHIP

Reports to: Parish Manager

HIGHLIGHT OF JOB FUNCTIONS :-

- Advise the Parish Manager on all activities within the assigned road sections
- Account for the achievement of Agency's target within the road sections
- Prepare work plans/ itinerary for agreed periods
- Prepare periodic reports on all infrastructure activities about road sections
- Conduct site visits, inspections of bridges, quarries, drainage structures and retaining walls
- Maintain a current database of parish infrastructure inventory in assigned area
- Investigate complaints, accidents or nuisances, affecting the public, caused by Agency's activities or factors affecting the Agency's business
- Review performance of contractors and make recommendations
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood and observed
- Participate in local emergency strategies

**Applications should be submitted no later than
Tuesday, August 16, 2022 and addressed to:
Manager, Personnel and Industrial Relations
National Works Agency
140 Maxfield Avenue
Kingston 10**

**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"