



## CAREER OPPORTUNITY

### PROPERTY OFFICER (LEVEL 5)

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

#### **QUALIFICATION AND EXPERIENCE:-**

- Diploma in Land Economy and Valuation Surveying and/or Diploma in Management Studies, Material Management, Logistics or Supply Chain Management from an accredited Institution.
- A minimum of three years experience in valuation of real property.
- A minimum of three years experience in the Management of furniture and equipment inventory.

#### **SKILL REQUIREMENTS:-**

- Excellent oral and written communication skills
- Sound knowledge of relevant computer applications and systems
- Sound calculative and analytical skill sets
- Results orientated
- Strong negotiation skills
- Excellent team player

#### **PRINCIPAL DUTIES:**

- Determine market rates of land for acquisition
- Maintain up-to-date verification on the acquisition process
- Prepare of land acquisition budget
- Access Market sales activity via the Office of the Commissioner of Stamps Duty, Land valuation and professional network.
- Verify Information obtained through site visits and analysis
- Document Fortnightly updates to facilitate controls and forecasting
- Conduct regular site visits to have dialogue with prospective vendors on the acquisition process.
- Attend project meetings regularly to keep abreast of developments which have a bearing on land acquisition.
- Ensure the effective discharge of the board of Survey exercises.

Applications should be submitted no later than  
**Tuesday March 5, 2019** and addressed to:  
**Manager, Personnel and Industrial Relations**  
**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.  
However, only individuals short-listed will be contacted.

*"Developing Safe, Reliable & Quality Roads"*