



CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the under-mentioned positions:-

PARISH MANAGERS (LEVEL 6)

QUALIFICATION AND EXPERIENCE

- B.Sc. in Civil Engineering, Construction Technology/Construction Studies or equivalent.
- Specialized Training in Contract Management, Road Maintenance & Bridge Inspection
- 5 years in the road construction sector with experience at a senior supervisory level
- Knowledge of Government Procurement procedures

SKILL REQUIREMENTS

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

CORE FUNCTIONS:-

- Reports to and advise the Regional Manager on all activities within the parish
- Accountable for the achievement of the Agency's target within the parish
- Plan, organize, coordinate and direct the parish maintenance activities
- Represent the Agency within the assigned parish at all official functions/meetings
- Review and approve work plans/ itinerary of Assistant Parish Managers
- 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 condition
- Investigate complaints, accidents or nuisances affecting the public caused by the Agency's activities or factors affecting the agency's business
- Review performance of contractors and make recommendations
- Devise local emergency strategies and attend local Disaster Planning Committee Meetings
- Liaise with contractors/suppliers to ensure that the Agency's requirements are clearly understood and observed

**Applications should be submitted no later than
Wednesday, May 24, 2017 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 in advance.
Kindly note that only shortlisted applicants will be contacted.
Previous applicants need not apply.**