



CAREER OPPORTUNITY

PARISH MANAGER (Level 6)

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

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

SKILLS 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 Agency's targets 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 Agency's activities or factors affecting the agency's business.
- Review performance of contractors and make recommendation.
- Devise local emergency strategies and attend local Disaster Planning Committee.
- Liaise with contractors/suppliers to ensure that the Agency's requirement are clearly understood and observed.

Applications should be submitted in writing, no later than **Thursday, March 29, 2018** 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

*We thank all applicants in advance for responding.
Only short listed applicants will be contacted.*