



CAREER OPPORTUNITY

Applications are invited from suitably qualified team members for the under-mentioned position:

QUALITY ASSURANCE OFFICER (Level 5)

Minimum Requirement

QUALIFICATION AND EXPERIENCE:

- Bachelor's degree in the Sciences or Management from a recognized tertiary institution.
- Audit training and/or experience
- Knowledge/experience in road works would be an asset.
- Specialized training in Quality Management Systems, particularly ISO 9001 Quality Management System
- At least one year experience in Quality Assurance

PRINCIPAL DUTIES/RESPONSIBILITIES

- Good interpersonal skills.
- Excellent organizational skills.
- Excellent oral and written communication skills
- Excellent problem-solving skills.
- Must possess an eye for detail.
- Ability to demonstrate a high level of integrity and ethical standards.
- Monitor and assess Quality Assurance elements of Periodic, Routine Maintenance programmes and Project Activities and submit reports to reflect objective assessment, including deficiencies and areas of concern observed.
- Monitor and inspect Quality Assurance elements of Routine/Periodic Maintenance activities on control sections as per NWA's mandate in parishes within the assigned region and provide feedback to respective personnel.
- Conduct project audits to include site visits to examine and record project activities in keeping with contract requirements and established quality standards.
- Prepare reports/summaries for Routine/Periodic Maintenance and Projects activities with trends highlighted with reference to the quality of the works.
- Attend Parish, Regional, Project Meetings as scheduled and report on quality matters observed during monitoring.

**Submit application in writing no later than
Friday, November 10, 2023 to:
Human Resource Manager
National Works Agency,
140 Maxfield Avenue, Kingston 10
or
email: recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**