



# 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 – PORTLAND

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

- Diploma in Construction Management or equivalent
- Specialized training in Contract Management, Road Maintenance
- Working knowledge of procurement procedures
- 3 – 5 years in the road construction sector

### **SKILL REQUIREMENTS: -**

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

### **REPORTING RELATIONSHIP**

Reports to: Parish Manager

### **JOB FUNCTIONS:-**

- Advise the Parish Manager on all activities within the assigned road section
- 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, April 12, 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](mailto:Recruitment@nwa.gov.jm)