



# CAREER OPPORTUNITY

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

## Corporate/Performance Monitoring Officer (Level 6)

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

- First Degree in Public Administration, Management studies, Economics or equivalent
- Training in Corporate Planning, Strategic Planning and Performance Monitoring
- Training in Project Management would be an Asset
- Experience in corporate planning and performance monitoring

### **SKILL REQUIREMENTS: -**

- Sound knowledge of Government's Corporate Planning, Operational Planning and Budgeting process and procedures.
- Highly developed communication, interpersonal, planning organizing and problem solving skills.
- Good working knowledge of Performance Monitoring Techniques and their application.
- Good analytical skills and sound judgement.
- Proficiency in the use of computer applications.

### **REPORTING RELATIONSHIP**

Reports to: Director Planning and Research

### **PRINCIPAL FUNCTIONS:-**

- Prepare the Agency' annual corporate and operational plans by liaising with the Senior Management team to achieve alignment with the goal and objectives of the portfolio Ministry
- Monitor the Agency's progress in achieving the Annual Key Performance Indicators.
- Monitor the planning process to ensure direct linkage with corporate plan, budget and cash flow.
- Monitor the performance of the Agency projects against agreed targets.
- Produce Quarterly performance Reports for Portfolio Ministry and external Agencies.

**Salary: \$4,266,270.00 per annum**

**Applications should be submitted no later  
than Tuesday October 15, 2024 to:**

**Human Resource Manager  
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.

Only individuals short-listed will be contacted.