



CAREER OPPORTUNITY

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

Human Resource Officer – Level 5

QUALIFICATION AND EXPERIENCE:-

- Bachelor of Science degree in Management, Public Administration or equivalent
- Professional Certification in Human Resources Management/Personnel Management or equivalent Qualification/training
- At least three (3) years work experience preferably in a HR environment.

SKILL REQUIREMENTS: -

- Good knowledge of Human Resource policies, procedures and practices
- Working knowledge of industrial relations practices and employment legislations
- Working knowledge of relevant computer software and HR Information Systems
- Excellent interpersonal skills
- Highly developed communications skills
- Achievement oriented and detail conscious
- Excellent customer service skills
- Creativity, innovation and problem solving

PRINCIPAL DUTIES

- Co-ordinate and process documentation related to employees' employments, appointments, promotions, transfers, terminations and retirements
- Revise and draft job specifications and descriptions as required
- Prepare submission to obtain approval to operate vacant positions or project demands
- Prepare job advertisements and complete recruitment exercises to fill vacancies or staff project needs
- Coordinate work experience, industrial attachment, internship and summer employment programmes.
- Conduct counselling and provide professional advice to team members.

Salary: \$3,501,526.00 per annum.

**Applications should be submitted no later than
Tuesday, April 1, 2025 and addressed to:**

**Human Resource Manager
National Works Agency
140 Maxfield Avenue
Kingston 10 Or**

**Application can be sent via email to:
Recruitment@nwa.gov.jm**

"Developing Safe, Reliable & Quality Roads"