



CAREER OPPORTUNITY

MAJOR PROJECT MANAGER (Level 8)

QUALIFICATION AND EXPERIENCE:-

- B.Sc.in Civil Engineering
- Advanced training in Project Management/Engineering
- 5-7 years experience in administration of Projects
- Post-graduate degree in specialized engineering field

SKILL REQUIREMENTS: -

- Highly developed Civil Engineering skills and knowledge in Project Planning and Implementation
- Excellent knowledge of Public Sector Procurement Procedures
- Strong analytical and problem-solving skills.
- Excellent project scheduling techniques
- Excellent technical report writing and oral communication skills.

REPORTING RELATIONSHIP

Reports to: Director, Major Project

HIGHLIGHT OF JOB FUNCTIONS:-

- Plan and implements projects to achieve their stated objectives in an effective and efficient manner.
- Conduct procurement of contractor based on Public Sector Procurement Procedures.
- Direct the completion of designated projects in accordance with all stated requirements.
- Monitor and co-ordinate strategic financial planning for all new projects.
- Proposes strategic technological and developmental modifications.
- Conduct economic appraisal of projects, roads, bridges etc.
- Maintain contacts with relevant Government Agencies and Internal technical divisions on project administration and implementation.
- Advise on all planning matters including mechanics of planning and adequacy plans.
- Plan and administer assigned major projects.
- Submit executive reports.
- Evaluate long term plans and quarterly review of capital works.

**Applications should be submitted no later than
Tuesday, July 25, 2023 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**