



CAREER OPPORTUNITY

Assistant Parish Manager – Portland **MAJOR PROJECT MANAGER (LEVEL 8)**

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified candidate for the above mentioned position

Reports to: Director of Major Projects

QUALIFICATION AND EXPERIENCE

- B.Sc. Degree in Civil Engineering or related field
- 7-10 years experience in administration of projects.
- Advanced training in Project Management or the engineering field
- Post graduate degree in a specialized engineering field

SKILLS

- Excellent management skills
- Highly developed leadership skills
- Sound knowledge of Project Management Implementation
- Strong decision making and problem solving skills
- Excellent communication and interpersonal skills

HIGHLIGHTS OF PRINCIPAL FUNCTIONS

- Plan and administer assigned major projects
- Provide advice on all planning matters including mechanics of planning and adequacy plans
- Monitor and co-ordinate strategic financial planning for new projects
- Proposes strategic technological and developmental modifications
- Maintain contacts with relevant Government agencies and internal technical divisions on project administration and implementation
- Conduct economic appraisal of projects, roads, bridges et cetera
- Evaluate long term plans and quarterly review of capital works
- Develop and maintain Information systems
- Produce Projects Reports/Briefings for Internal and External Stakeholders
- Manage human resource issues for assigned staff
- Represent the Agency at meetings, consultations and conferences as required

All applications should be submitted no later than

Friday, July 02, 2020 to:

Manager, Personnel and Industrial Relations

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 in advance. Kindly note that only shortlisted applicants will be contacted.