



CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the under-mentioned position:

MANAGER, PROPERTY AND ESTATE MANAGER (Level 8)

QUALIFICATION AND EXPERIENCE

- First Degree in Facilities Management or Equivalent
- Professional qualifications in Land Valuation, Building Services or a related field
- Post graduate qualification preferred
- Proven Management Experience
- Minimum of five (5) years' experience in a related field

PRINCIPAL FUNCTIONS/RESPONSIBILITY

- Maintain database of the Agency's Capital Assets
- Participate in the development and maintenance of the Life Cycle Management Plan for the agency's capital assets.
- Prepare maintenance schedules for the agency's buildings and properties within acceptable timelines and supervise timely responses/implementation
- Supervise the maintenance, repairs of properties and buildings
- Manage the Security Portfolio for all NWA properties.
- Develop budget for property/estate function
- Collaborate with Legal Services personnel in preparing contracts, negotiating property acquisitions for road construction activities
- Provide Project Management Services for building projects undertaken by Agency
- Provide status reports on the Agency's properties within agreed timelines

Submit application in writing no later than
Friday, August 21, 2020 to:

**Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10 or email:
recruitment@nwa.gov.jm**

**The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.**