



CAREER OPPORTUNITY

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

PARISH MANAGER (LEVEL 6) – ST. MARY

QUALIFICATION AND EXPERIENCE

- Bachelor Degree in in Civil Engineering, Construction Technology/Construction Studies or equivalent
- Specialized Training in Contract Management, Road Maintenance, Bridge Inspection and other related areas
- Knowledge of Government Procurement procedures
- 7 years in the road construction sector with experience at a senior supervisory level

SKILL REQUIREMENTS

- Highly developed Management skills
- Highly developed technical skills and knowledge of road maintenance and construction
- Highly developed contract management skills
- Strong analytical and problem solving skills
- Good communication and interpersonal skills
- Technical report writing and oral communication skills
- Leadership and team skills

REPORTING RELATIONSHIP

- Reports to: Regional Manager

CORE FUNCTIONS:-

- Reports to and advise the Regional Manager on all activities within the parish
- Accountable for the achievement of Agency's target within the parish
- Plan, organize, coordinate and direct the parish maintenance activities
- Represent the Agency within the assigned parish at all official functions/meetings
- Review and approve work plans/ itinerary of Assistant Parish Managers
- Prepare periodic reports on all infrastructure activities within the parish
- Conduct site visits, inspections of bridges, quarries, drainage structures and retaining walls
- Maintain a current database of parish infrastructure conditions
- Investigate complaints, accidents or nuisances affecting the public caused by Agency's activities or factors affecting the agency's business
- Review performance of contractors and make recommendations
- Devise local emergency strategies and attend local Disaster Planning Committee
- Liaise with contractors/suppliers to ensure that the Agency's requirement are clearly understood and observed

Applications should be submitted no later than Friday, March 26, 2021 and addressed 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.