



CAREER OPPORTUNITY

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

PARISH MANAGER – ST. THOMAS (Level 6)

QUALIFICATION AND EXPERIENCE: -

- Bachelor's Degree in Construction Management or equivalent.
- Specialized Training in Contract Management, Road Maintenance, Bridge Inspection and other related areas.
- Knowledge of Procurement procedures.
- Seven (7) years' experience 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.
- Strong analytical and problem-solving skills.
- Good communication and interpersonal skills.
- Technical report writing and oral communication skills.

REPORTING RELATIONSHIP

Reports to: Regional Manager

HIGHLIGHT OF JOB FUNCTIONS: -

- Advise the Regional Manager on all activities within the parish.
- Account for the achievement of the Agency's targets within the parish.
- Represent the Agency within the parish at all official functions/meetings.
- Plan, organize, coordinate and direct the parish maintenance activities.
- 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 the Agency's activities or factors affecting the Agency's business.
- Liaise with contractors/ suppliers to ensure that the Agency's requirements are clearly understood.
- Provide technical advice to clients and stakeholders within the parish.

**Applications should be submitted no later than
Tuesday, August 8, 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**

"Developing Safe, Reliable & Quality Roads"