



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 117 **OSC Ref. C.5850¹⁸**

9th June, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Chief Executive Officer (Level 11)** in the **National Works Agency**, salary: \$17,005,318 per annum.

Job Purpose

Under the strategic direction of the Minister, the Chief Executive Officer (CEO) is responsible for leading the strategic direction, operational management and physical infrastructure delivery of the National Works Agency. The incumbent steers the actions of the Agency in direct alignment with the macroeconomic strategies, growth targets and public infrastructure goals of the Government of Jamaica. The CEO owns the comprehensive accountability framework for the planning, design, procurement, structural engineering, maintenance and climate-resiliency of the island's Main Road Network.

Key Responsibilities

Management/Administrative:

- Develops, agrees and implements the key outputs, performance indicators and targets, as specified in the NWA Annual Framework Document;
- Directs the formulation, execution and monitoring of the Agency's Corporate Plan, Annual Business Plan and Operational Budgets;
- Establishes clear operational accountabilities, delegating functional authority across Senior Directors and Management Teams;
- Implements comprehensive internal assurance arrangements, risk management frameworks and internal controls for financial and information systems;
- Ensures strict institutional compliance with all lawful requirements, including Ministerial directives, Cabinet decisions, FAA Act guidelines and Ministry of Finance and the Public Service instructions.

Technical/Professional:

- Directs the overall execution, tracking and evaluation of the island's capital infrastructure projects and road programmes, to ensure delivery within quality, cost and time parameters;
- Oversees the strategic structural design, layout planning and construction engineering phases of the Main Road Network expansion;
- Develops preventative asset-management structures to sustain, manage and preserve the integrity of existing roadway networks and civil structures;
- Engineers strategic civil defence interventions to mitigate structural damage caused by flood, sea-level rise and extreme weather events;
- Administers Public Sector Procurement workflows, Contract Awards and complex Public-Private Partnership (PPP) structural arrangements, in accordance with GoJ Procurement legislation;
- Provides the Minister and Senior Cabinet Executives with free, frank, timely and evidence-based technical advice regarding nationwide Infrastructure Policy;
- Consults and collaborates with Central Government Ministries, external Executive Entities, Departments and municipalities impacted by NWA service delivery choices;
- Maintains structured, collaborative pipelines with International Funding Agencies, private contractors, structural engineering consultants and suppliers;
- Directs the publication of modern, accessible information frameworks, to keep the media and general public informed of active projects, road networks and public safety initiatives.

Human Resource:

- Exercises delegated functions for Human Resource Management, on behalf of the Public Service Commission, ensuring optimal talent utilization;

- Reviews and approves annual performance targets and PMAS Individual Work Plans for all direct reports, conducting fair and objective performance assessments;
- Fosters a high-morale, high-welfare work culture, ensuring that engineering, technical and support staff are continuously trained and equipped to meet the Agency's Mission;
- Performs any other related duties that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Strategic vision and leadership
- Analytical thinking and problem solving skills
- High-stakes negotiation and persuasion
- Excellent oral and written communication skills
- Excellent interpersonal stakeholder relations skills
- Customer and quality focus

Technical:

- Excellent knowledge of:
 - ✓ Civil Engineering and Infrastructure Design
 - ✓ Public Procurement and Contract Administration
 - ✓ Project Management, Monitoring and Evaluation
 - ✓ Public Sector Governance and PPP Models
 - ✓ Disaster Mitigation and Climate Resilience
 - ✓ Financial and Asset Management (FAA Act)
- Demonstrable record of directing large-scale infrastructure projects and multi-disciplinary technical teams

Minimum Required Qualification and Experience

- Bachelor of Science Degree in Civil Engineering from a recognized Tertiary Institution;
- Post-graduate Degree in Civil Engineering, Construction Management, or a highly related operational field;
- Ten (10) years' experience, seven (7) of which should be at a senior executive/senior management level.

Special Conditions Associated with the Job

- Highly stressful operational environment demanding rapid decision-making cycles;
- Extended and irregular working hours, including nights, weekends and Public Holidays, to manage infrastructure disruptions or national emergency conditions;
- Frequent island-wide field travel to inspect active construction corridors, remote infrastructure assets and disaster zones.

Applications, accompanied by Résumés, should be **emailed no later than Friday, 19th June, 2026, to:**

**Permanent Secretary
Ministry of Economic Growth and Infrastructure Development
The Towers
25 Dominica Drive
Kingston 5**

Email: ps@megid.gov.im

Please note that applicants should indicate in the subject line, the name of the post being applied for.

Please also note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Desreen Smith (Mrs.)
Chief Personnel Officer (Acting)**