



Ministry of Industry, Investment & Commerce
Factories Corporation of Jamaica

Applications are invited from suitably qualified persons to fill the post of Engineer & Property Manager

Summary of Job

Participate in planning, implementing, and managing civil engineering capital works projects undertaken by FCJ and to develop and manage the maintenance Programme of FCJ to ensure the adequate maintenance of all property, for example, buildings, general infrastructure and utilities.

Qualifications and Experience:

1. Education
 - BSc Degree in Civil Engineering
2. Experience:
 - A maximum of ten (10) years experience in Civil Engineering of which three (3) year should be at a managerial level.

Key Competencies/Skills:

- Sound knowledge of engineering design techniques and the governing code required in achieving internationally accepted standards.
- Sound knowledge of established construction practices, building codes and related statutory regulation.
- Sound knowledge of Contract Administration
- Good knowledge of management principles and techniques
- Ability to communicate effectively in written and verbal format
- Good supervisory
- Good knowledge of computer application

Duties and Responsibilities:

- (a) Facilitates Management
 - Plan and coordinate all maintenance and construction activities relating to buildings and facilities.
 - Inspect the properties to identify maintenance needs and initiate activities to ensure preservation of plant and property.
- (b) Procurement of Works & Relates Services
 - Execute procurement for repairs, construction and other works to be done on the properties in accordance with Government Guidelines.
- (c) Project Management
 - Liaise with consultants on the development of major projects.
 - Coordinate and evaluate the work of consultants and contractors ensuring satisfactory discharge of contractual obligations and compliance with Job Specification.

SUBMISSION OF APPLICATIONS

Applications should be submitted by: February 25, 2010

The Director of Personnel
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5

Please note that only short-listed applicants will be contacted.