



NORTH-EAST REGIONAL HEALTH AUTHORITY

PROJECT ADMINISTRATOR (GMG/SEG 2)

The **North-East Regional Health Authority (NERHA)**, a statutory body under the Ministry of Health, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications from suitably qualified individuals to fill the position of **Project Administrator** with assignment at the Regional Office.

The incumbent will be responsible for evaluating contractors' work to ensure conformance to design and specifications and assisting in preparation of contracts for goods and services as it relates to projects assisting with preparation of project proposals.

The ideal candidate will meet the following educational criteria:

- Bachelors degree in Construction Engineering or Construction Management, Quantity Surveying or related field
- Certificate in Project Management
- Minimum of three (3) years experience supervising commercial/industrial construction projects

Specific Knowledge & Skills Required:

- Excellent skills in Project Management and Administration
- Well developed planning, organizing, and decision making skills
- Excellent time management skills
- Ability to communicate effectively orally and in writing

Key responsibilities will include but not limited to:

- Reviewing project specifications and confers with Regional Director / Project Consultant concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
- Inspecting construction sites to determine conformance of site to design specifications.
- Ensuring that projects are prepared in compliance with regulations and guidelines set out by the Regional Health Authority and funding agencies.
- Ensuring that the requisite materials testing and analyses, using tools and equipment are conducted.
- Preparing reports to update on the progress of projects and all deliverables as required.
- Preparation of invoices for payments in accordance with project proposal and certificate verification

Applications along with resumé should be submitted no later than **Friday, February 01, 2019** to:

**The Director,
Human Resource Management & Industrial Relations
North-East Regional Health Authority,
34-38 Ocean Village Shopping Centre,
Ocho Rios, St. Ann,**

E-mail: jobs@nerha.gov.jm Fax: (876) 795 – 2747

NB. WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.