



**HOUSING AGENCY OF JAMAICA LIMITED
(HAJL)**

Invites applications for the following position

CONSTRUCTION OFFICER – REID’S PEN, PORTMORE, ST. CATHERINE

Job summary

The Construction Officer’s main responsibility is to ensure that work is being carried out to the Agency’s standards, specifications and schedule. The Construction Officer must be vigilant in the inspection of the technical aspects of the works ensuring that the correct materials and workmanship are being utilized to provide quality.

The ideal candidate should have:

Specific Knowledge, Qualification and Experience

Education/ Experience/Specialized Techniques:

- BSc. in Construction or equivalent
- Have a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements
- At least five (5) years’ relevant experience in the construction industry including working knowledge of the housing and community development sector, and sound knowledge of regulatory framework.

The incumbent will be required to:

- Observe the quality and progress of the works to determine in general that it is proceeding in accordance with the Contract Documents.
- Notify the Project Manager, Site Engineer and Contractor’s representative immediately if work does not conform to the contract documents or requires special investigation by the Agency or Contractor.
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Monitor the construction progress and assist in the preparation of progress reports required by the Agency.
- Review Contract Documents and have a complete understanding of the scope of the project.
- Maintain detailed records of various aspects of the works. Records should include:
 - Progress and any delays
 - Number & type of workers employed
 - Weather conditions
 - Visitors to the site
 - Drawings issued or received
 - Deliveries
 - Instructions
 - Details of any significant events including any serious deficiencies in health or safety performance observed while on site.
- Attend site meetings with Project Manager.

Applications and resumes` should be sent to hrmanager@hajl.gov.jm no later than Friday, June 17, 2022 addressed to

The Senior Manager
Human Resources and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

HAJ thanks all applicants for their interest; however, only those short listed for an interview will be contacted.