



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 339 **OSC Ref. C. 5850¹⁷**

4th September, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the **not vacant** post of **Project Engineer (Level 13)** in the **Engineering Department, Rural Water Supply Limited**, salary range \$4,266,270 - \$5,737,659 per annum.

Job Purpose

Reporting to the Engineering Manager, the incumbent will assist with the development, design and supervision of water and wastewater supply systems and other civil works.

Key Responsibilities

- Undertakes field investigations/site visits;
- Prepares preliminary engineering reports;
- Prepares project documents consisting of rural water supply designed project on a parish-by-parish basis for submission and discussion with lender agencies/PIOJ, etc.;
- Develops project profiles of various projects;
- Develops contract documents and assesses tender documents issued and returned;
- Schedules programme implementation activities;
- Prepares individual work plans with activities to be completed within the project period for approval and review;
- Liaises with service providers, including the preparation and review of necessary contracts for the provision services required for the implementation of the project;
- Monitors procurement of relevant materials and equipment and their delivery for the implementation of the project;
- Supervises construction of all related works;
- Provides representation at site meetings;
- Prepares and distributes Minutes of meetings, documents and reports as required;
- Compiles and analyses information throughout the project to ensure executive management has feasible information to make informed resolutions;
- Develops and presents progress reports as scheduled;
- Ensures that work is carried out as approved by Rural Water Supply Limited;
- Conducts tender evaluation, including arithmetic and compliance checks;
- Performs other duties that may be assigned.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Social/human relation skills
- Initiative and reasoning skills

Technical/Functional:

- Knowledge of various standards and contract procedures
- Sound knowledge of Civil Engineering practices
- Thorough knowledge of water utility operations
- Critical respect for time management
- Experience in Project Control Management
- Knowledge of relevant computer applications including Microsoft Projects
- Proven ability in identifying multiple contract approach to project implementation
- Ability to programme realistic implementation activities
- Ability to efficiently manage the operational elements of projects finance and budgeting

Minimum Required Qualification and Experience

- Bachelor's Degree in Civil Engineering or equivalent
- Five (5) years' experience in the planning, design and construction of engineering works preferably in the area of water supply or sewage
- Experience in the reviews and evaluation of contractors' claims
- Registration as a Professional Engineer or eligibility to be registered

Special Conditions Associated with The Job

- May be required to work beyond normal working hours;
- Required to travel islandwide to construction sites.
- Exposure to dust, odours, cuts, bruises, heat, and noise from project or construction sites.
- Exposed to highly confidential information.
- Work in a highly stressed environment.
- May be exposed to a hostile environment when dealing with irate customers/contractors/consultants or conducting site visits in volatile areas.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17th September, 2024 to:**

**Manager, Corporate Services
Rural Water Supply Limited
3rd Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: info@rwsj.gov.jm

Please 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.)
for Chief Personnel Officer**