



National Irrigation Commission Limited

CAREER OPPORTUNITY:

MANAGER - OPERATIONS SUPPORT

Job Summary

Under the general direction of the Director of Engineering & Technical Services (ETS), the Manager - Operations Support is responsible for Managing General Administrative Support Services throughout the Commission's Regional District Offices and providing Administrative support to the Director of Engineering and Technical Services at the Operations Centre based in St. Catherine.

Key Responsibilities Include:

- ✚ Provides leadership and direction within the District Administrative Offices;
- ✚ Provides advice and guidance to the Director, ETS, Regional Systems Managers and Supervisors on Administrative policies and procedures;
- ✚ Manages Security operations within the District Offices;
- ✚ Coordinates the implementation and upkeep of Records Information Management Activities in all District Offices;
- ✚ Monitors and Guides Managerial actions relating to Staff discipline and grievance complaints for conformity to existing policies and procedures of NIC and the Government Staff Orders;
- ✚ Monitors implementation and observance of safety and security measures in all District Offices;
- ✚ Prepares monthly management and other ad hoc reports as required;
- ✚ Develops and implements Standard Operating Procedures (SOPs) for administrative processes, individual safety and security;
- ✚ Coordinates the overall administrative operations of the District Offices including ancillary staffing assignments and resource usage;
- ✚ Monitors procurement and allocation of office furniture, equipment and supplies within the District Offices;
- ✚ Monitors procurement activities within the District Offices to ensure adherence to procurement guidelines and internal processes;
- ✚ Manages staff development and personnel matters for staff assigned.

Minimum Qualification and Experience:

- Bachelor's degree in Business Administration/Management or a related field of study;
- Training and Certification in Supervisory Management or Industrial Relations;
- A minimum of five (5) years' working experience in a Managerial/Supervisory position involving administrative/operations management, business process development and strategic planning;
- Experience coordinating/handling disciplinary matters would be an asset;
- Proficiency in Microsoft Office applications with advanced skills with Microsoft Excel;
- Good interpersonal and team-building skills;
- Ability to communicate effectively both orally and in writing;
- Capacity to lead, supervise and influence others to achieve outcomes within tight deadlines;
- Flexibility to work outside regular working hours.

The selected candidate must be in possession of a reliable motor vehicle to facilitate travelling to District offices.

Application Requirements:

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than **September 15, 2025** to:

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com