



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 167
OSC Ref. C.4858³⁵

21st July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Watchman (LMO/TS 1)** in the **Research and Development Division, Hounslow Demonstration Centre, St. Elizabeth, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$9,405 - \$10,641 per week.

Job Purpose

Under the supervision of the Chief Livestock Officer (SOG/ST 7), the Watchman (LMO/TS 1), is responsible in ensuring that the Government's assets are secured, by discouraging trespassing, loitering and theft.

Key Responsibilities

- Ensures that all doors/windows to buildings are closed at the end of the work day;
- Ensure that all animals are checked, recorded and accounted for on a daily basis in accordance with established schedule standards;
- Ensures that Praedial Larceny is minimized;
- Opens all doors/windows in the Administrative Buildings in the mornings;
- Patrols housing areas/station/compound;
- Makes periodic checks on all station vehicles/equipment;
- Reports on normalcy/irregularities;
- Performs any other related duties which may be assigned from time to time;

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills

Technical

- Knowledge of the operations of Government /Ministry's policies and procedures

Minimum Required Qualification and Experience

- Grade 9 Level
- Completion of Secondary level education

Special Conditions Associated with the Job

- Working long hours
- Risk of disease transfer from animals

Applications accompanied by résumés should be submitted **no later than Monday, 3rd August, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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.

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long, sweeping horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)
for Chief Personnel Officer**