



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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CIRCULAR No. 246 **OSC Ref. C 4860⁹**

7th October, 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 **Artisan 4 (LMO/TS 5)** in the **Ministry of Labour and Social Security**, salary range \$10,749 - \$12,771 per week.

Job Purpose

Under the supervision of the Director, Property Management & Maintenance, the **Artisan 4 (LMO/TS 5)** is responsible for planning and co-ordinating the application and maintenance of high-quality standards for property and infrastructure for properties owned, leased and rented by the Ministry. In addition, the incumbent will assist with the electrical, plumbing and lighting fixtures regarding building related issues.

Key Responsibilities

Technical/Professional:

- Conducts periodic inspections of properties to ensure that proper lighting fixtures are in place;
- Maintains database of small contractors;
- Assists with the validation of small value work done to renovate and maintain infrastructure in accordance with established standards;
- Ensures that Service Contracts/Maintenance Agreements relating to elevators and generators are executed accordingly;
- Liaises with the Transport Unit regarding fuel for the generators, weed wackers etc.;
- Assist in conducting investigation on matters and queries relating to the physical infrastructure and maintenance of facilities island-wide;
- Ensures that payments are made in relation to contracts and other small contractors;
- Identifies and reports need for minor repairs and maintenance work;
- Replaces doors closures and door locks as the need arises;
- Completes weekly and monthly checklists on building maintenance and maintains records of scheduled maintenance procedures;
- Verifies that A/C Units are serviced satisfactorily;
- Responds to emergency maintenance requests as required;
- Prepares and submits Monthly Reports.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures;
- Proficiency in conducting minor repairs of electrical systems/lighting fixtures
- Ability to multi-task and manage demanding work schedules and deadlines
- Good interpersonal and customer relations skills
- Good oral and written communication skills
- Competence in the use of Microsoft word and excel
- Good problem-solving skills

Minimum Required Qualification and Experience

- Certificate in Electrical/Plumbing or general maintenance from Heart Trust/NTA;
- One (1) year's related experience.

Special Conditions Associated with the Job

- Exposure to dust, heat and height

Applications accompanied by résumés should be submitted **no later than Wednesday, 21st October, 2020 to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle,
Kingston 4**

Email: resume@mlss.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.



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