



CIRCULAR No. 326
OSC Ref. C.4858³⁶

14th December, 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 following **vacant** posts in the **Department of Co-operatives and Friendly Societies**:

1. **Watchman (LMO/TS 2)**, salary range \$9,860 - \$11,156 per week.
2. **Groundsman (LMO/TS 1)**, salary range \$9,405 - \$10,641 per week.

1. **Watchman (LMO/TS 2)**

Job Summary

Under the direct supervision of the Manager, Human Resource and Administration (GMG/SEG 1), the Watchman (LMO/TS 2) is responsible for ensuring that the Government's assets are secured by discouraging trespassing, loitering and theft.

Key Responsibilities

Technical/Professional:

- Closes all doors/windows to buildings at the end of the work day;
- Manages all activities to mitigate/prevent praedial larceny;
- Opens all doors/window in 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

Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of security rules and guidelines
- Defensive skills

Minimum Required Qualification and Experience

- Secondary level education.

2. **Groundsman (LMO/TS 1)**

Job Purpose

Under the direct supervision of the Manager, Human Resource and Administration (GMG/SEG 1), the Groundsman (LMO/TS 1) is responsible for the overall maintenance of the grounds and sees to the cleaning of windows - internally and externally. He will also be required to perform other duties of handyman that may be necessary.

Key Responsibilities

Technical/Professional:

- Ensures that glass doors and windows are cleaned and maintained;
- Relocates office furniture under the directive of the Human Resource Manager;
- Ensures that vehicles are cleaned (internally and externally);
- Ensures the proper upkeep and maintenance of the grounds;
- Ensures that the lawn is maintained and landscaped and that plants are maintained and trimmed;
- Performs other duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good time management skills
- Strong customer and quality focus skills
- Good oral communication skills
- Basic written communication skills
- Ability to work with minimum supervision
- Initiative
- Ability to work in a team

Technical:

- Excellent gardening skills
- Knowledge of landscaping
- Basic mechanical skills
- Knowledge of the operations of Government

Minimum Required Qualification and Experience

- Secondary level education;
- One to two (1-2) years' experience in a similar capacity.

Special Conditions Associated with the Job

- Exposure to dust, rain, heat and sun, for extended hours;
- May be required to work beyond the normal working hours.

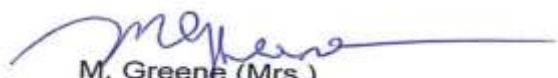
Applications accompanied by Résumés should be submitted **no later than Monday, 28th December, 2020 to:**

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

E-mail: 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.


M. Greene (Mrs.)
for Chief Personnel Officer