



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 189**

**OSC Ref. C. 6555<sup>11</sup>**

**14<sup>th</sup> June, 2021**

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 **Groundsman (LMO/TS 1)** in the **Department of Co-operatives and Friendly Societies (Musgrave Avenue, Kingston)**, salary range \$9,405 - \$10,641 per week.

### **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 of the Department 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:***

- Cleans and maintains glass doors windows;
- Relocates office furniture under the directive of the HR Manager;
- Cleans vehicles (internally and externally);
- Ensures the proper upkeep and maintenance of the Department's grounds;
- Maintains and landscapes lawn;
- Maintains and trimmed plants are;
- Performs any other duties which may be assigned by the HR Manager from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good oral and written communication skills
- Good customer service skills
- Good time management skills
- Ability to work with minimum supervision
- Good team work skills
- Initiative

#### ***Technical:***

- Good Knowledge of gardening
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Good knowledge of landscaping
- Basic knowledge of mechanics

### **Minimum Required Qualification and Experience**

- At least one to two (1-2) years' experience in a similar capacity;
- Completed secondary level education.

### **Special Conditions Associated with the Job**

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

Applications accompanied by résumés should be submitted **no later than Friday, 25<sup>th</sup> June, 2021 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](mailto: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 'MT' or similar, with a long horizontal stroke extending to the right.

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