



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 304 **OSC Ref. C. 6555¹²**

16th September, 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 **Attendant/Messenger (LMO/TS 2)** in the **Office Management and General Services Division, Ministry of Industry, Investment and Commerce**, salary range \$9,860 – \$11,156 per week.

Job Purpose

Under the supervision of the Office Services and Fleet Manager (GMG/SEG 1), the Attendant/Messenger (LMO/TS 2) is responsible for the transportation of official documents in a safe manner and provides support services for the Units within the Ministry.

Key Responsibilities

Technical/Professional:

- Maintains proper upkeep of Motor Bike/vehicle;
- Maintains a Driving/Riding Schedule of assignments and liaises with Ministries/Departments and personnel;
- Delivers and picks up packages on behalf of the Ministry;
- Maintains an appropriate Recording System to account for mail collected and delivered, particularly registered mail and valuables;
- Manages the safety of mail, supplies and valuables during transit;
- Sorts and collects mails;
- Collects and delivers files as requested;
- Assists with making photocopies of documents;
- Attaches notices to internal notice boards and updates display boards weekly;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral written communication skill
- Good interpersonal skill
- Strong customer and quality focus skills
- Initiative
- Teamwork and co-operation

Technical:

- Excellent driving skills
- Basic mechanical skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures

Minimum Required Qualification and Experience

- Successfully completed Secondary School education with the ability to read and write.

Special Conditions Associated with the Job

- Exposure to harmful chemicals, fumes and dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th September, 2021 to:**

Senior Director
Human Resource Management and Development Division
Ministry of 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.



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