



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 364

OSC Ref. C. 4858⁴⁰

26th October, 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 post of **Chief Office Attendant (LMO/TS 3)** in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries**, salary range \$10,771.00 - \$12,187.00 per week and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Office Manager, the Chief Office Attendant (LMO/TS 3) is responsible for supervising the Office Attendants to maintain the offices in a satisfactory condition for work, distributing newspapers and making minor repairs to office furniture and equipment, and is the custodian of keys.

The incumbent is also responsible for arranging office furniture to the preference of the staff and distributing cleaning agents and bathroom supplies for refilling on each floor.

Key Responsibilities

Management/Administrative

- Keeps records of duplicate keys cut by locksmith for officers who lose their keys;
- Prepares reports regarding minor repairs to be done.

Technical

- Supervises Office Attendants to ensure that their assignments are completed satisfactorily;
- Receives records and issues to officers daily newspapers;
- Receives, secures and distributes cleaning products and other cleaning aids to attendants and part-time cleaners;
- Opens and closes offices and ensures that keys are in safe custody;
- Supervises the removal of office furniture and equipment from one office to another or to storage area;
- Supervises the removal of furniture to be repaired and their return to the correct office on completion;
- Effects minor repairs to furniture and fixtures in offices;
- Checks bathroom facilities to identify area to be repaired and reports same to the Office Manager;
- Checks compound to ensure that the premises is swept by Groundsmen;
- Opens offices on weekends, supervises their cleaning and locks securely thereafter;
- Is custodian of the elevator emergency key and opens elevator in cases of emergency.

Human Resource Management

- Recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good leadership skills;
- Good interpersonal skills;

- Team work and co-operation;
- Good oral and written communication skills;
- Strong customer and quality focus skills;
- Good problem solving and decision making skills;

Technical:

- Ability to execute minor repairs to furniture and equipment
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Dexterity

Minimum Required Qualification and Experience

- Grade 9 Level Education
- Five (5) years' experience

Applications accompanied by résumés should be submitted **no later than Monday, 8th November, 2021 to:**

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

Email: hrm@moa.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**