



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

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### **CIRCULAR No. 428**

### **OSC Ref. C. 4840<sup>29</sup>**

7<sup>th</sup> December, 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 **Maintenance Officer (SOG/ST 3) – (2 posts)** in the **Corporate Planning and Administration Division, Ministry of Finance and the Public Service**, salary range \$955,740 - \$1,136,075 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the general direction of the Senior Maintenance Officer, the Maintenance Officer is responsible for assisting with the maintenance and repair services at the Ministry to reduce the occurrence of workplace accidents and lengthen the lifespan of property and equipment.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Inspects the work assigned to contractors for optimum performance and value for money;
- Inspects the building's plumbing, electrical and ventilations;
- Performs basic plumbing maintenance and repairs of faucets, basins, vanity and toilets;
- Performs basic carpentry, including hanging and replacing doors and operating power tools;
- Checks safety equipment such as fire extinguishers, smoke detectors and alarms;
- Keeps abreast of maintenance schedule;
- Ensures presence on weekends and off hours whenever contractors have to work;
- Provides information to Procurement Officer re the purchase of pesticides;
- Ensures that pest control intervention is adequate and timely to contain insect infestation;
- Tracks the safe custody of all tools and equipment;
- Advises the Manager on satisfactory completion of jobs;
- Reports requirements for major repairs to management.

#### ***Management/Administrative:***

- Inspects the gardens and grounds on a regular schedule to ensure adequate standards are maintained;
- Responds to calls for assistance in instances of malfunctioning of air-conditioning units, elevators, canteen equipment, etc.;
- Responds to calls of assistance in other emergencies related to the equipment and buildings, such as fires and flooding;
- Reports problems outside of his/her authority and involving destruction of property to Senior Officers;
- Requests the assistance of service and other contractors to resolve emergency situations;
- Advises the Senior Maintenance and Repair Officer on satisfactory completion of jobs;
- Liaises with Manager, Maintenance and Property, on operational matters;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Section provides a consistently high level of service to them.

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

- Working knowledge of Government Accounting procedures
- Sound knowledge of Asset and Inventory Management and System
- Working knowledge of the policies and guidelines of the Ministry
- Working knowledge of FAA Act
- Good knowledge of the Ministry's standards and procedures
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

**Minimum Required Qualification and Experience**

- Diploma in Building Maintenance/Estate Management/Public Administration;
- Five (5) CXC/GCE O'Level subjects;
- Two (2) years' working experience in the field.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22<sup>nd</sup> December, 2021 to:**

Senior Director, Human Resource Management and Development  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4

Email: [hrapplications@mof.gov.jm](mailto:hrapplications@mof.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