



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 3 **OSC Ref. C. 4857¹⁶**

3rd January, 2022

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 (LMO/TS 1)** in the **Ministry of Transport and Mining**, salary range \$9,781 - \$11,067 per week.

Job Purpose

The incumbent will be under the direct supervision of the Office and Utility Manager and will be responsible for providing support services in areas of well kept offices, restrooms, pantries, stairways, corridors and lunch room, delivering of mails and the serving of refreshment at meetings.

Key Responsibilities

- Ensures that offices and work areas, machinery and equipment are cleaned and suitably prepared for work;
- Cleans and sanitizes telephones and other working instrument daily;
- Cleans microwave, refrigerator and monitors cleanliness of the pantry throughout the working day;
- Serves water, tea and refreshment to members of staff;
- Cleans, dusts and wipes furniture, sweeps and mops floor and stairways;
- Empties/Cleans waste bins;
- Cleans and refreshes restrooms with tissues and soap throughout the day;
- Gathers and disposes rubbish and waste materials;
- Collects and delivers mails twice per day from the respect offices to and from the Registry to the respective offices;
- Assists in setting up Conference Rooms for meetings, workshops and conferences;
- Serves refreshments and lunches at meetings, workshops and conferences;
- Keeps elevator, stairways and lobby clean and tidy throughout the working day;
- Washes and dries inventories/utensils used, and packs away;
- Clears conference rooms of used utensils as soon as meetings are over and have conference rooms in readiness at all times;
- Turns off lights and air condition units in conference rooms after meetings;
- Requisitions material and tools needed for the performance of the duties.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work in a team
- Integrity
- Initiative
- Customer and Quality Focus
- Good deportment
- Well mannered
- Knowledge of Protocol
- Knowledge of occupational hazards and safety rules

Minimum Required Qualification and Experience

- Completion of Secondary education;
- Two (2) years working experience in a similar position;
- HEART training in Customer Service;

- Food Handlers Permit.

Special Condition Associated with the Job

- Extended working hours (early morning and late afternoon).

Applications accompanied by résumés should be submitted **no later than Friday, 14th January, 2022 to:**

Director, Corporate Services
Ministry of Transport and Mining
138h Maxfield Avenue
Kingston 10

Email: hr@mtw.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