



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 2 **OSC Ref. C. 4858⁴¹**

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 Caretaker (LMO/TS 3))** in the **Veterinary Services Division (Pump Point), Ministry of Agriculture and Fisheries**, salary range \$11,202 - \$12,674 per week and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Administrator (GMG/AM 4) the Caretaker (LMO/TS 3) is responsible for ensuring that the premises at the Veterinary Services Division Complex (Pump Point) and all Government assets are properly secured and protected. The officer is also responsible for assisting with the maintenance of the grounds and its surroundings.

Key Responsibilities

- Ensures that the main gate is properly manned at all times in the absence of the Security Guard;
- Ensures the buildings and gates are securely locked outside of normal working hours;
- Ensures that all security and firefighting equipment functions effectively at all times and reports defects or problems to the Administrator;
- Liaises with the Ministry's Security Officer with a view to maintaining effective security systems on the premises during normal working hours;
- Seeks advice and directions on matters pertaining to security systems from the Administrator, Veterinary Services Division and the Ministry of Agriculture and Fisheries' Security and Energy Officer;
- Maintains a Register of normal working hours, e.g. weekends and Public Holidays;
- Reports any defects or loss in or around the compound to the Ministry's Security Officer;
- Maintains custody of all Office keys for the building and ensures Offices are properly locked and secured after working hours;
- Assists with the maintenance of the Office grounds by cutting the lawns and edges and cleaning of surroundings;
- Informs the Administrator/Ministry's Security and Energy Officer of any break in or theft of Government property and prepares reports;
- Makes reports of all defective external lights to the Administrator.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Ability to use own initiative
- Good interpersonal skills
- Good customer and quality focus skills
- Good problem-solving and conflict management skills

Technical:

- Good dexterity
- Basic gardening skills
- Ability to follow instructions
- Good working knowledge of proper safety techniques
- Knowledge of the operations of Government/Ministry's policies and procedures

Minimum Required Qualification and Experience

- Completion of Secondary education;
- Three (3) years' experience.

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