



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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23rd February, 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 **Cleaner Attendant (LMO/TS 2)** in the **Plant Quarantine/Produce Inspection Branch (Export Complex – Kingston), Ministry of Agriculture and Fisheries**, salary range \$10,254 – 11,602 per week.

Job Purpose

Under the supervision of the Manager/Plant Quarantine Produce Inspector (SOG/ST 7), the Cleaner Attendant (LMO/TS 2) is responsible for providing support services by maintaining the office, office furniture, and its environs, preparing refreshments and Conference Rooms for meetings and facilitating the movement of records/mails.

Key Responsibilities

Technical/Professional:

- Cleans offices furniture, equipment and fixtures;
- Washes and sanitizes utensils and kitchenette;
- Secures utensils and provisions supplied for the serving of refreshments;
- Prepares and serves refreshments;
- Collects and delivers toiletries;
- Assists with making photocopies and binding documents;
- Circulates and delivers mail and memoranda;
- Attaches notices to internal boards and updates display boards weekly;
- Collects and delivers files as requested;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Strong customer and quality focus skills
- Ability to understand and follow instructions

Technical:

- Ability to clean and organize Office
- Housekeeping skills
- Basic culinary skills
- Basic knowledge of Government of Jamaica Policies

Minimum Required Qualification and Experience

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

Special Condition Associated with the Job

- Exposure to harmful chemicals, fumes and dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 9th March, 2022 to:**

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

E-mail: 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