



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 166**

**OSC Ref. C.4468<sup>7</sup>**

25<sup>th</sup> April, 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 **Office Attendant 1 (LMO/TS 1)** in the **Attorney General's Chambers**, salary range \$9,781 - \$11,067 per week.

### **Job Purpose**

Under the general direction of the Manager, Administration and Office Services, the Office Attendant 1 (LMO TS 1) 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 floors, bathrooms, Office furniture, equipment and other areas;
- Sanitizes high touch areas as directed;
- Washes and sanitizes utensils and kitchenette;
- Prepares meeting rooms and serves refreshment at meetings;
- Circulates and delivers files, mails and newspapers;
- Collects and delivers Office supplies;
- Makes photocopies of and shreds documents.

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

- Good oral and written communication skills
- Ability to understand and follow instructions
- Good interpersonal, people management and customer relations skills

### **Minimum Required Qualification and Experience**

- Successfully completed Secondary School education.

Applications accompanied by résumés should be submitted **no later than Friday, 6<sup>th</sup> May, 2022 to:**

Director, Human Resource Management and Administration  
Attorney General's Chambers  
13 Hillcrest Avenue  
Kingston 6

Email: [hrm@agc.gov.jm](mailto:hrm@agc.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