



## Office of the Services Commissions

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### **CIRCULAR No. 494** **OSC Ref. C. 6210/S5<sup>19</sup>**

**11<sup>th</sup> November, 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 following **vacant** posts in the **Corporate Services Division/Administration and Office Management Unit, Ministry of Foreign Affairs and Foreign Trade**:

1. **Watchman (LMO/TS 1)**, salary range \$9,781 - \$11,067 per week.
2. **Attendant (LMO/TS 1) (Male)**, salary range \$9,781 – \$11,067 per week.

#### **1. Watchman (LMO/TS 1)**

#### **Job Purpose**

To provide efficient ancillary support services to the staff at Headquarters.

#### **Key Responsibilities**

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

- Conveys ordinary and registered mails from the Ministry's Head Office to and from the Post Office, twice daily. Ad hoc deliveries may be made up to five times per day;
- Delivers correspondence by hand to relevant Line Ministries, Departments and Agencies, Diplomatic Missions and other organizations, as instructed;
- Assists in the movement of furniture and equipment within the Ministry as required;
- Conveyed ordinary and registered mail to and from the Post Office;
- Delivers correspondence by hand to relevant Government Agencies and other organizations, as required;
- Moves furniture and equipment within the Ministry, as required;
- Performs any other related duties that may be assigned from to time.

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

- Organizational awareness - general knowledge of the Ministry's role and function
- Knowledge of Standard English (oral and written)
- Good interpersonal skills
- Good customer service skills
- Strong sense of duty
- Physical stamina - the capacity to carry heavy objects, move furniture and boxes.

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

- Completion of secondary school education. School Leaving Certificate. Passes in four S.S.C. subjects (Grades 4 or 5);
- Previous experience in a customer service environment would be an asset.

#### **2. Attendant (LMO/TS 1) (Male)**

#### **Job Purpose**

To provide efficient ancillary support services to the staff at Headquarters.

#### **Key Responsibilities**

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

- Makes photocopies of documents sent/delivered to the Copy Room on a daily basis;

- Keeps an accurate Print Record for all Photocopy Machines;
- Keeps an accurate record of stock of photocopy papers stored in the Copy Room;
- Bound documents sent/delivered to the Copy Room as requested;
- Shred all scrap paper to maintain a clean and tidy workspace;
- Conveys ordinary and registered mail from the Ministry's Head Office to and from the Post Office twice daily. Ad hoc deliveries may be made up to five times per day;
- Delivers correspondence by hand to relevant line ministries, departments and agencies, Diplomatic Missions, and other organizations, as instructed;
- Distributes daily newspapers to Heads of Department, as required;
- Carries the security boxes/bags with incoming and outgoing mail to and from the various departments and Units twice daily;
- Assists in the movement of furniture and equipment within the Ministry as required;
- Conveys Security Mailboxes/Bags to and from departments and units.
- Performs any other related duties that may be assigned from time to time.

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

- Organizational awareness - general knowledge of the Ministry's role and function
- Knowledge of standard English (oral and written)
- Good interpersonal skills
- Good customer service skills
- Strong sense of duty
- Physical stamina - the capacity to carry heavy objects, and move furniture and boxes

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

- Completion of secondary school education. School Leaving Certificate. Passes in four S.S.C. subjects (Grades 4 or 5);
- Previous experience in a customer service environment would be an asset.

Applications accompanied by résumés should be submitted **no later than Thursday, 24<sup>th</sup> November, 2022 to:**

**Senior Director, Human Resource Management and Development  
Ministry of Foreign Affairs and Foreign Trade  
2 Port Royal Street  
Kingston**

Email: [recruitment@mfaft.gov.jm](mailto:recruitment@mfaft.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**