



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
Tel: 876-922-8600
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 19 **OSC Ref. C.6544⁴**

12th January, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to/fill the following posts in the **Houses of Parliament**:

1. **Driver (LMO/DR 1) - (Vacant)**, salary range \$17,749 – \$23,870 per week.
2. **Servers (LMO/TS 2) (Not Vacant) - 2 posts**, salary range \$14,567 – \$19,591 per week.
3. **Attendant Level 1 (LMO/TS 1) - (Not Vacant)**, salary range \$14,567 – \$19,591 per week.

1. Driver (LMO/DR 1)

Job Purpose

Under the general supervision of the Facilities and Office Manager, the incumbent will provide transportation services to the office, staff and visitors to the Houses of Parliament and will deliver mails and others documents to various organisations as required.

Key Responsibilities

- Delivers mails and packages to various organisations as required;
- Ensures that the Motor Vehicle Log Books are properly maintained in accordance with the Government of Jamaica Motor Vehicle Policy;
- Ensures the safe and efficient operation of the fleet vehicles, immediately reporting any defects or accidents to the supervisor;
- Ensures that vehicles are securely parked when not in use;
- Presents vehicle for inspection to the Facilities and Office Manager at the end of each month or as required;
- Transports staff members as necessary;
- Liaises with the Facilities and Office Manager as required, on the implementation of arrangements related to the transportation of visitors, senior officials and VIPs;
- Transports furniture, equipment or materials as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Ability to operate commercial vehicles
- Knowledge of basic mechanics would be an asset

Minimum Required Qualification and Experience

- Three (3) CXC/GCE O' Level subjects, including English Language;
- One (1) year related working experience.

Special Conditions Associated with the Job

- Will be required to work beyond regular working hours;
- Must be able to work under pressure;
- Must possess a valid General Driver's Licence and be able to operate vehicles weighing a minimum of 7000lbs.

2. Servers (LMO/TS 2)

Job Purpose

Under the general direction of the Food and Beverage Services Manager, the Server is responsible for taking customers' orders, serving meals and the general upkeep of the Food and Beverage Services Branch.

Key Responsibilities

Technical/Professional

- Prepares tables by setting up linens, silverware and glasses and maintains a tidy dining area;
- Takes and communicates food and beverage orders;
- Serves food and beverage to customers;
- Provides excellent wait service to ensure customers' satisfaction;
- Assists with the preparation of food items and brewing hot beverages;
- Clears tables and returns dishes to the kitchen after meals are finished;
- Assists with the preparation for catering of functions/special events;
- Follows proper food handling and hygiene protocols.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Ability to deliver quality customer service
- Ability to work on own initiative
- Awareness of food standards and regulations

Minimum Required Qualification and Experience

- Certificate in Hospitality Services Level 2 from a recognized tertiary institution;
- One (1) year working experience as a Food and Beverage Server;
- Must hold a valid Food Handler's permit.

3. Attendant Level 1 (LMO/TS 1)

Job Purpose

Under the direct supervision of the Facilities and Office Manager, the Attendant is responsible for maintaining the cleanliness of the Houses of Parliament's building and office spaces.

Key Responsibilities

- Keeps the Parliamentary Chamber and office areas clean and tidy as assigned;
- Cleans and disinfects the bathrooms on a daily basis;
- Stocks and supplies bathrooms with necessary toiletries;
- Cleans mirrors and sinks and empty rubbish bins as needed;
- Cleans office equipment, furniture and walls as required;
- Performs any other related duties which may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good interpersonal skills
- Excellent integrity and ethics exercised in the performance of duties
- Good initiative, teamwork and corporation
- Excellent compliance with stated policies and procedures

Minimum Required Qualification and Experience

- Attained Grade 9 Level Education;
- Two (2) years' working experience;
- Training in Basic Customer Service would be an asset.

Applications accompanied by résumés should be submitted **no later than Wednesday, 25th January, 2023 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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.

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer