



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 177**

### **OSC Ref. C. 6608<sup>8</sup>**

20<sup>th</sup> April, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies fill the following **vacant** posts in the **Ministry of Culture, Gender, Entertainment and Sport**:

- 1) **Counsellor (SWG/PS 4) (Band 11) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)**, salary range \$6,028,273 - \$9,172,509 per annum.
- 2) **Shelter Manager (GMG/SEG 2) (Band 8) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)**, salary range \$3,770,761 - \$5,071,254 per annum.
- 3) **Executive Assistant (GMG/SEG 1) (Band 7) - Executive Office**, salary range \$3,094,839 - \$4,162,214 per annum.
- 4) **Standards and Regulations Officer (GMG/SEG 1) (Band 7) - Sport Policy Development and Monitoring Branch**, salary range \$3,094,839 - \$4,162,214 per annum.
- 5) **Administrative Assistant (GMG/AM 3) (Band 5) - Bureau of Gender Affairs – National Shelter Unit**, salary range \$1,984,305 - \$2,668,670 per annum.
- 6) **Patient Care Assistant (HSC/HS 5) - 2 posts - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)** salary range: \$1,657,751 – \$1,970,545 per annum.
- 7) **Housekeeper (LMO/TS 4) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)**, salary range: \$29,810 - \$40,092 per week.
- 8) **Head Cook (LMO/TS 4) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)** salary range \$29,810 - \$40,092 per week.
- 9) **Caretaker (LMO/TS 3) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)**, salary range: \$20,081 – \$27,007 per week.
- 10) **Cook (LMO/TS 3) - Bureau of Gender Affairs - National Shelter Unit (Eastern Regional Shelter)**, salary range \$20,081 – \$27,007 per week.
- 11) **Driver (LMO/DR 1) - Corporate and Liaison Services Division**, salary range \$20,081 - \$27,007 per annum.

### 1) **Counsellor (SWG/PS 4)**

#### **Job Purpose**

Under the general direction of the Shelter Manager, the Resident Counsellor is responsible for providing psychosocial support to women and children who resides at the National Shelter and assists in the operations of the shelter in accordance with policies and procedures.

#### **Key Responsibilities**

- Assists with the implementation and evaluation of projects and programmes;
- Prepares and submits Technical and Administrative reports as required;
- Provides appropriate intervention in response to emotional, behavioural and physical needs of clients;
- Maintains and supervises established routines and procedures for the clients;
- Assists residents to establish and achieve individualized goals;
- Maintains confidentiality of residents;

- Participates in design and implementation of programme activities;
- Participates in research/evaluation/quality assurance activities that would enhance the efficiency and/or effectiveness of service delivery;
- Provides referrals and follow-up as necessary;
- Provides support to all Shelter programme areas as requested;
- Exercises good judgement and discretion in dealing with confidential information;
- Prepares and submits all necessary documentation, including written records/reports, logs and provides statistics as requested;
- Apprises Shelter Manager of client and staff issues;
- Assists in the establishment of Health and Safety Standards, Regulations, Policies and Procedures for the Shelter as required and comply with them;
- Enforces all guidelines and submits Incident Reports when appropriate; this may involve terminating a resident's stay at Shelter when Primary Safety Guidelines have been violated;
- Facilitates Intake and Orientation Process of new incoming residents during evening and overnight shifts;
- Identifies and resolves communal living disputes; facilitates a Conflict Resolution Group with the residents if necessary.
- Represents the Unit at Meetings/Conferences and other fora as requested.

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

#### ***Core:***

- Good oral and written and communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Good interpersonal skills
- Teamwork and co-operation
- High level of Integrity
- Ability to use own initiative
- Managing external relationships

#### ***Functional/Technical:***

- Sound knowledge of Government regulations, laws and guidelines which affects adults and children who are victims of domestic violence, sexual assault, and/or abuse
- Excellent knowledge in counselling skills and techniques
- Sound knowledge of conflict resolution
- Excellent knowledge in Crisis Management
- Able to work well with creative people and diverse groups
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems.

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

- Undergraduate Degree in Counselling/Social Work or its equivalent from a recognized tertiary institution;
- Certification in Counselling Services;
- Training in First Aid and Cardiopulmonary Resuscitation (CPR);
- Five (5) years' related work experience.

## **2) Shelter Manager (GMG/SEG 2)**

### **Job Purpose**

Under the direction of the Director – National Shelter, the Shelter Manager maintains a safe, confidential environment for clients and provides programmes and services to adults and children who are victims of gender-based violence. The Shelter Manager is also responsible for overseeing the day-to-day operations of the shelter and the supervision of shelter staff, to ensure maximum effectiveness and efficiency in the delivery of critical service needs.

### **Key Responsibilities**

- Co-ordinates and manages the work of the Shelter to maximize efficiency and productivity in achieving the mandate;
- Manages the approved budget for the Shelter ensuring that all expenditure are documented and accounted for according to GoJ guidelines.
- Develops, reviews and implements operational systems and procedures to guide the activities of the Shelter;
- Prepares and submits Monthly/Quarterly Reports to the Director – Shelter Unit;
- Oversees, co-ordinates and manages all daily Shelter functions and activities;
- Provides shelter assessments, intakes and Exit Interviews of residents;
- Provides case management and crisis intervention services;
- Oversees room assignments/arrangements and maintenance of the property;
- Provides shelter residents with transition assistance and access to community referrals and resources;
- Facilitates educational programmes for shelter clients, as necessary;
- Facilitates client group dynamics and handles client conflicts, as necessary;
- Provides night and weekend staff backup coverage as needed as part of the shelter on-call rotation;
- Oversees overall maintenance and facility repairs;
- Manages the safe and efficient operation of the kitchen including menu development;
- Oversees the efficient management of all supplies that is, shelter kits, counselling supplies and food items;
- Provides residents with supplies as needed;
- Performs perimeter checks ensuring all doors are locked when entering and exiting the Shelter after a shift;
- Represents the Branch at meetings, conferences, workshops and provides reports to the Principal Director.

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

#### ***Core:***

- Good oral and written communication skills
- Good analytical thinking skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Teamwork and co-operation
- Ability to use own initiative
- High level of Integrity
- Flexibility and adaptability
- Good interpersonal skills
- Managing External Relationships

#### ***Functional/Technical:***

- Excellent knowledge and experience in managing Residential Housing Programme services
- Sound knowledge of Government regulations, laws and guidelines which affects adults and children who are victims of domestic violence., sexual assault, and/or abuse
- Excellent knowledge of safety and security protocols for gender violence programmes
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).

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

- Undergraduate Degree in Social Work or equivalent qualifications from an accredited tertiary institution;
- Training in Supervisory Management/Human Resource Management;
- Training in First Aid and Cardiopulmonary Resuscitation (CPR);
- Five (5) years in a related field.

### **3) Executive Assistant (GMG/SEG 1)**

#### **Job Purpose**

Under the supervision of the Technical Co-ordinator, the Executive Assistant provides highly responsive, confidential, executive, technical and administrative support to the Permanent Secretary's Office; this involves preparing/editing technical documents, research and performing administrative functions.

#### **Key Responsibilities**

- Schedules and prioritises the engagements and appointments for the Permanent Secretary;
- Co-ordinates preparation for the Permanent Secretary's overseas travel ensuring that all necessary arrangements – travel, accommodation, technical documents/papers are in place;
- Processes assigned correspondence and provides feedback to the Technical Co-ordinator and Permanent Secretary as required;
- Co-ordinates activities for a variety of meetings, attends meetings, takes Minutes and prepares and circulates Minutes as required;
- Co-ordinates Progress Reports of the Ministry for submission to the Cabinet Office;
- Monitors routine and special assignments and ensures that they are completed and submitted within a timely manner;
- Undertakes research and prepares draft Notes and Briefs to inform the Technical Co-ordinator on technical and other issues;
- Reviews and drafts Cabinet Submissions for the approval of the Permanent Secretary and signature of the Minister;
- Monitors assigned priority programmes and provides feedback to keep the Technical Co-ordinator and Permanent Secretary continuously informed about the programmes;
- Prepares documents and background information for meetings to be attended by the Permanent Secretary;
- Keeps the Technical Co-ordinator and Permanent Secretary abreast of relevant information on issues of public interest that have a direct impact on the Ministry;
- Participates in the preparation of speeches, briefs/speaking notes for the Permanent Secretary;
- Interfaces with the technical staff of the Ministry, other stakeholders and responds to problems/concerns and issues that need the Permanent Secretary's attention;
- Prepares and edits correspondence communications, presentations and other documents;
- Prepares, analyses and summarizes Technical Papers/Reports and gives comments as necessary;
- Prepares Ad-hoc Reports including, PowerPoint Presentations and quarterly reviews as instructed;
- Works on any other technical matter as assigned by the Permanent Secretary and Technical Co-ordinator.
- Provides secretarial support to the Ministry's Senior and Executive Management Meetings as well as other meetings as required.

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

##### ***Core:***

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Ability to use own initiative
- High level of Integrity
- High level of Confidentiality
- Good interpersonal skills
- Managing External Relationships

##### ***Functional/Technical:***

- Sound knowledge of the machinery of Government (policies and programmes) and steps in the legislative process
- Sound knowledge of Official Secrets Act, Access to Information Act and other Government of Jamaica (GOJ) legislations, policies, and guidelines

- Excellent knowledge of Government Protocol
- Good research and information gathering skills
- Sound knowledge in Technical/Administrative functions
- Excellent Customer and Quality Focus
- Proficiency in the use of Microsoft Office Suite, Internet, and Outlook

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

- Undergraduate Degree in Administrative Management, Business Administration, Management Studies, or related discipline from an accredited tertiary institution;
- A minimum of five (5) years related experience;
- Experience in dealing with matters of a confidential and sensitive nature.

#### **4) Standards and Regulations Officer (GMG/SEG 1)**

##### **Job Purpose**

Under the supervision of the Director – Standards, Regulations and Anti-Doping in Sports, the Standards and Regulations Officer assists the Director in providing administrative and technical support to the Secretariat for the Jamaica Anti-doping Disciplinary Panel, the Anti-doping Appeals Tribunal, the National Council for Sports and the four (4) committees of the Council. The Standards and Regulations Officer also assists the Sport Branch in the implementation sports initiatives, programmes, and policies.

##### **Key Responsibilities**

- Liaises with and assists in providing administrative and technical support to the following:
  - JADCO, Secretariat for Jamaica Anti-doping Disciplinary Panel
  - Anti-doping Appeals Tribunal
  - National Council for Sports and its four (4) Committees (Physical Infrastructure and Capacity Building, Athletes Development and Well Being, Standards Regulations and Anti-doping and Sports Tourism and Economic Development);
- Liaises with Local, Regional and International sporting bodies as required;
- Assists in the development of mechanisms/strategies/programmes/processes for the Anti-Doping Programme in Jamaica, to ensure that the level of compliance rating with the International Anti-Doping requirements are met through revision of codes and legislations in keeping with revised WADA standards;
- Assists in the development and implementation of Sports Programmes and initiatives at the community level;
- Supports the implementation of the National Sports Policy, which includes establishment of a Sports Museum and Athletes Wellness Centre, co-ordination of Athletes Insurance Plan and development of required Policies and Standards in Sports (e.g. Safeguarding and Protection of Children in Sports Policy);
- Participates in the development and co-ordination of programmes that enhance the well-being of athletes;
- Assists in conducting Sensitization Sessions with various sporting stakeholders to promote the National Sports Policy and Standards, Regulations and Anti-doping in Sports;
- Arranges meetings with coaches, league representatives and players in order to provide guidance and advice relating to sports policies, rules and regulations, governing the conduct of sports, and procedures governing sports activities;
- Develops and maintains relevant databases;
- Participates in the development and implementation of sports projects geared towards advancing of sports in Jamaica;
- Assists in facilitating discussions with various training institutions with regards to sports development; plan workshops and seminars relating to sports;
- Assists the Director in the preparation of Policy Papers, projections, reports, Cabinet Submissions on sports;
- Assists the Director in co-ordinating and monitoring sports activities including anti-doping in sports;
- Attends meetings and represents the Unit/Division at conferences, seminars and other fora as required.

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

### **Core:**

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Ability to use own initiative
- Integrity
- Good interpersonal skills
- Managing External Relationships

### **Functional/Technical:**

- Sound knowledge of the Jamaican regulations, laws and guidelines which affects or impacts sports
- Sound knowledge of the sporting industries policies and legislation
- Excellent networking and relationship-building skills
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems

## **Minimum Required Qualification and Experience**

- Undergraduate Degree in Sports Science/Management or its equivalent from an accredited tertiary institution;
- Three (3) years' experience in a sporting organisation.

## **Special Conditions Associated with The Job**

- There can be high pressure when deadlines are to be met;
- Travelling local, regional and international is required;
- Extended working hours are expected as well as working on weekends and public holidays.

## **5) Administrative Assistant (GMG/AM 3)**

### **Job Purpose**

Under the general supervision of the Director, National Shelter Unit, the Administrative Assistant provides technical and administrative support in the co-ordination and implementation of planned activities and programmes to meet the Unit's Objectives.

### **Key Responsibilities**

- Assists in monitoring the approved budget for the Unit;
- Assists in the design and development of policies, systems and plans for the effective co-ordination, implementation and monitoring of the National Shelter programmes;
- Provides support to the Director in the preparation of special events such as Workshops, Seminars and other activities at the community and national level
  - Establishes and implements methods to improve work flow
  - Conducts research and collates information as required to implement events
  - Co-ordinates logistics for events and protocol considerations
- Assists in the implementation of the planned activities and programmes as managed by Director:
  - Liaises with the relevant stakeholders to make the necessary arrangements to facilitate hosting of activities and programmes
  - Participates in the planning of programmes to be executed
  - Communicates information in respect of programmes and activities to the relevant stakeholders
  - Attends meetings, take Minutes and prepares Minutes as required by Director
  - Maintains records of the activities conducted during implementation of programmes
  - Prepares reports at the end of each programme
- Manages clients' database and communicates information accordingly;
- Prepares information for dissemination on sexual harassment and other related activities to the wider public and conducts assessment reports;

- Conducts research and compiles data for easy retrieval by the Director;
- Provides administrative support to the Director to ensure efficient and effective record keeping;
- Attends meetings and other programmes as instructed and prepares reports for submission to Director.

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

#### ***Core:***

- Good oral and written communication skills
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Ability to use own initiative
- High level of Integrity
- Confidentiality
- Good interpersonal skills
- Managing External Relationships

#### ***Functional/Technical:***

- Excellent knowledge of Office Management and Administrative procedures and practices
- Sound knowledge of the Sexual Harassment Act 2021
- Good research and analysis skills
- Excellent customer and quality focus
- Ability to compose correspondence and reports
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

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

- Certificate in Management Studies/Diploma in Administrative Management/Business Administration or its equivalent from a recognised tertiary institution;
- Minimum three (3) years' experience in office administration preferably in a related field.

## **6) Patient Care Assistant (HSC/HS 5) – 2 posts**

### **Job Purpose**

Under the supervision of the Shelter Manager, the Patient Care Assistant is responsible for providing basic medical and personal care to clients of the Shelter according to their immediate needs and in accordance with established Government Medical Guidelines, Policies and Procedures.

### **Key Responsibilities**

- Interviews patients and records their medical history and physical condition;
- Obtains patient vital signs (daily), including pulse, blood pressure, temperature;
- Provides routine care for patients, such as assistance with bathing or eating, if necessary;
- Observes patients' health and submits reports, as required;
- Reviews medical Charts, where required;
- Accompanies patients to the hospital;
- Assists the Shelter Manager with procurement of over the counter medications;
- Administers medications (daily if necessary);
- Provides wound care, as required;
- Prepares and administers injections and/or enemas, as required;
- Assists with childcare and self-care (enforcing Shelter schedule concerning bedtime, playtime, rest and serving meals, as well as demonstrating self-care to women entering the Shelter);
- Monitors children in the shelter to ensure that they are taking their medication, as prescribed;
- Makes recommendations for clients to seek medical/psychological help at nearest regional health authority.
- Prepares and submits reports and other documents as required;
- Provides assistance to other areas within the Shelter as requested.

## **Required Skills and Competencies**

### ***Core:***

- Good oral and written and communication skills
- High Level Integrity
- Maintains a high level of confidentiality
- Ability to use own initiative
- Reliability
- Customer service skills
- Teamwork and co-operation

### ***Functional/Technical:***

- Sound knowledge of medical terminology, diseases, and procedures
- Sound knowledge of clinical procedures (checking vitals, administering injection and medication)
- Understands basic first aid and CPR, and is capable of administering when required

## **Minimum Required Education and Experience**

- Completed Secondary School Education;
- Certificate/Diploma in Practical Nursing or its equivalent from an accredited tertiary institution;
- Training in First Aid and Cardiopulmonary Resuscitation (CPR);
- Three (3) years' experience performing similar duties.

## **Special Conditions Associated with the Job**

- Working environment may involve:
  - Possible exposure to hazardous substances
  - Lifting
  - Bending
- Extended working hours are expected, this includes working on weekends and holidays.

## **7) Housekeeper (LMO/TS 4)**

### **Job Purpose**

Under the supervision of the Shelter Manager, the Housekeeper is responsible for maintaining rooms and public spaces clean and sanitary for clients. The Housekeeper also ensures that clients have a clean and comfortable homely experience while at the Shelter.

### **Key Responsibilities**

- Cleans and arranges rooms/apartment units to Shelter standards for client arrival and during stay;
- Performing maintenance activities related to cleaning such as ensuring bathrooms are sanitary;
- Cleans and maintains common areas of the Shelter;
- Cleans up hazardous areas immediately and cordons off area upon discovery; Utilizes caution signs to notify clients and staff off hazardous areas;
- Performs laundry duties as necessary;
- Stocks and maintains housekeeping inventory and supply rooms;
- Assists clients where possible with requests and questions as necessary;
- Provides Fortnightly Reports on the condition of the property to Shelter Manager;
- Reports any damages or repairs needed to the Shelter Manager;
- Reports all lost and found items to the Shelter Manager;
- Assists with ensuring fire extinguishers and fire hose reels are in good condition;
- Disinfects bathrooms, staircase handrails, dustbins, and other areas as required;
- Performs any other related duties that may be assigned from time to time.

## **Required Skills and Competencies**

### ***Core:***

- Good oral and written communication skills
- Good problem-solving and decision-making skills



- Flexibility and adaptability
- Integrity
- Ability to use own initiative
- Teamwork and co-operation
- Interpersonal skills

***Functional/Technical:***

- Excellent knowledge of commercial or residential housekeeping environment
- Sound knowledge about safety requirements while using the requisite tools and chemicals
- Excellent customer and quality focus

**Minimum Required Education and Experience**

- Completed Secondary School Education;
- NCTVET Certificate in Domestic Housekeeping would be an asset ;
- Three (3) years' work experience in the field.

**8) Head Cook (LMO/TS 4)**

**Job Purpose**

Under the supervision of the Shelter Manager, the Head Cook is responsible for planning and preparing economical, healthy meals for all shelter residents and the overall upkeep and maintenance of the shelter kitchen.

**Key Responsibilities**

- Assists in managing the approved Budget for the Shelter, especially in the area of meal preparation and kitchen maintenance, ensuring that all expenditure are documented and accounted for according to GoJ guidelines;
- Co-ordinates Weekly Meal Plan and menu for the Shelter;
- Prepares all meals as instructed weekly for all shelter residents;
- Prepares menus along with the Shelter Manager that takes into consideration the varying health and cultural needs of shelter residents;
- Prepares menus along with the Shelter Manager and gives clear written instructions for preparation and serving of meals on days when not on duty;
- Utilizes donated foods as much as possible and constructs weekly shopping lists, taking food donations into consideration;
- Maintains a clean and orderly shelter kitchen and pantry area, including regular and thorough cleaning of appliances, walls, cabinets, shelves, etc;
- Organizes shelter food stock, regularly rotating foods for storage to shelter pantry, and stores items in freezers and refrigerators ensuring they are covered and labelled appropriately;
- Monitors cost effective purchases with food selections when shopping or ordering items;
- Monitors stored food for expiration dates and discard as appropriate;
- Monitors shelter residents to ensure all occupants receive meals daily;
- Recycles all kitchen waste as required;
- Maintains all necessary written documentation as required by the Health Department and the Shelter Manager and other governing bodies;
- Assists with preparations in case of any natural disaster e.g. Hurricane.
- Follows all Shelter policies, and procedures;
- Creates and maintains an inventory of Pantry items, kitchen utensils and equipment
- Performs any other related duties that may be assigned from time to time.

**Required Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Flexibility and adaptability
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Teamwork and co-operation
- Integrity
- Ability to use own initiative
- Good interpersonal skills

**Functional/Technical:**

- Excellent knowledge of Meal Plan and preparation
- Excellent knowledge of food service quality and safety procedures
- Excellent knowledge in operating commercial kitchen equipment such as ovens, stove tops, steam tables, etc;
- Ability to prioritize and maintain food inventory and control
- Customer and quality focus

**Minimum Required Education and Experience**

- Completed Secondary School Education;
- NCTVET/HEART Certificate in Food Preparations or equivalent from a recognized institution;
- Possesses a valid Food Handlers Permit;
- Three (3) years working experience in commercial meal preparations field.

**Special Conditions Associated with The Job**

- Working environment may involve:
  - Exposure to heat/fire
  - Extensive standing
  - Lifting
  - Lots of bending, pushing, and pulling
- Extended working hours are expected, including working on weekends and holidays.

**9) Caretaker (LMO/TS 3)****Job Purpose**

Under the supervision of the Shelter Manager, the Caretaker is responsible for maintaining a clean and safe environment for clients and employees.

**Key Responsibilities**

- Cultivates and maintains all plants, flowers, grass, and trees on the Shelter grounds and inside the building;
- Irrigates all foliage on the Shelter grounds and inside the building as necessary;
- Sweeps and cleans debris from walkways, driveways and main grounds of the property;
- Cleans and maintains bathroom, store room and all other rooms located outside the building;
- Secures the keys to the property by placing them in a safe place and for easy access to the Shelter Manager
- Opens and closes Shelter dorms as required
- Checks shelter roof for pooling of water, debris, plant growth etc, to prevent leaking;
- Cleans and removes leaves and debris from roofs, gutters and down spouts on the building as needed;
- Escorts contractors to specific areas of work;
- Removes and disposes of garbage from Kitchen and grounds in approved manner daily;
- Provides handyman support such as, plumbing, minor carpentry and painting to the building as well as changing of light bulbs etc.;
- Fuels generator, landscaping equipment and perform minor maintenance on same;
- Maintains and keeps proper records of all landscaping tools and equipment;
- Monitors the gate and property for the security during bathroom breaks, if required;
- Ensures fire extinguishers and fire hose reels are in good condition;
- Disinfects drains, gutters and dustbins regularly;
- Actions anything that may be hazardous immediately and cordons off area with caution tape or signs upon discovery. cordon off areas deemed hazardous with caution tape or signs;
- Assists with preparations in case of any natural disaster e.g. Hurricane;
- Provides reports on the condition of the property to Shelter Manager.

**Required Knowledge, Skills, and Competencies****Core**

- Good oral and written communication skills

- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Integrity
- Ability to use own initiative
- Good interpersonal skills

***Functional/Technical***

- Sound knowledge of landscaping and gardening
- Sound knowledge of plumbing and carpentry
- Excellent knowledge of safety requirements while using the requisite tools
- Good Customer and quality focus

**Minimum Required Qualification and Experience**

- Completed Secondary School Education;
- NCTVET Certificate in Horticulture and Landscaping would be an asset;
- Three (3 years' experience in the related field.

**10) Cook (LMO/TS 3)**

**Job Purpose**

Under the supervision of the Head Cook, the Cook assists in co-ordination, preparing and delivering meals to Shelter Clients in accordance with established requirements and quality standards while maintaining a safe sanitary work environment.

**Key Responsibilities**

- Assists in the preparation of budgets and monitor expenditures to assure cost of goods and operating expenses are managed according to budget;
- Assists in developing menu plan and recipes;
- Prepares and cooks food items according to designated recipes and quality standards;
- Assists in monitoring food usages and ensures that food products are stored to prevent spoilage/waste;
- Maintains correct food handling and food storage procedures according to Health and Safety Standards;
- Maintains cleanliness of workstation and food sanitation standards. Makes sure that all areas and stations are properly cleaned at all times;
- Keeps an up to date Inventory of food items and supplies;
- Assists in preparing requisitions for supplies and food items, as required;
- Monitors physical condition of kitchen equipment and facility and makes recommendations to Head Cook and Shelter Manager;
- Follows and maintains all Shelter policies, and procedures;
- Performs any other related duties that may be assigned from time to time.

**Required Skills and Competencies**

***Core:***

- Good oral and written communication skills
- Flexibility and adaptability
- Good problem-solving and decision-making skills
- Teamwork and co-operation
- Maintains a high level of Integrity
- Ability to use own initiative
- Good interpersonal skills

***Functional/Technical:***

- Good knowledge of Meal Plan and preparation
- Sound knowledge of food service quality and safety procedures.
- Sound knowledge in operating commercial kitchen equipment such as ovens, stove tops, steam tables, etc;
- Customer and quality focus

### **Minimum Required Education and Experience**

- Completed Secondary School Education;
- NCTVET/HEART Certificate in Food Preparations or equivalent from a recognized institution would be an asset;
- Possesses a valid Food Handlers permit;
- One (1) year's working experience in food services.

### **11) Driver (LMO/DR 1)**

#### **Job Purpose**

Under the supervision of the Transport Manager, the Driver delivers and collects mail/documents and other items within the corporate/rural area, transports staff to designated work assignments and provides general support to the Corporate and Liaison Services Division and the Ministry in General.

#### **Key Responsibilities**

- Prioritizes on a daily basis the delivery of all mails received from the Registry and or Office and logs according to established policies and procedures;
- Transports and delivers mails, documents and reports as requested in a timely manner and ensures that they are appropriately signed for on delivery;
- Logs all mails returned to the Ministry at the end of day and record any challenges which affected the process;
- Documents, reports and updates records and Log Books on a daily basis in order to accurately account for petrol usage, oil usage and miles recorded;
- Transports employees of the Ministry to and from official duties as directed, in accordance with pre-determined schedules and in a professional manner;
- Reports to base on completion of each assignment;
- Parks motor vehicle on the compound when not on any assignment and should not leave the compound without proper authorization;
- Keeps vehicle on the compound when not in use and hands over the key to supervisor as directed;
- Maintains safety of the vehicle at all times when not in use, ensures vehicle is securely locked and left on the Ministry's Compound as directed by your supervisor;
- Submits reports, in case of accident, to Transport Manager and the Police;
- Maintains the vehicle in a road-worthy condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist;
- Undertakes minor repairs to the motor vehicle and ensures it is properly maintained;
- Collaborates with Supervisor in ensuring that the vehicle is examined annually and licensed in accordance with the law.

### **Required Skills and Competencies**

#### **Core:**

- Good oral and written communication skills
- Good planning and organizing skills
- Flexibility and adaptability
- Teamwork and co-operation
- Ability to use own initiative
- Maintains a high level of Integrity
- Good interpersonal skills

#### ***Functional/Technical:***

- Good knowledge of the Ministry's roles and responsibilities
- Excellent Customer and quality focus
- Sound knowledge of the GoJ Road Traffic Act and policies and procedures in operating a Government vehicle

### **Minimum Required Education and Experience**

- Completed Secondary School Education;
- Literate and numerate with certificate (grade ten level);
- Open general Driver's License with PPV;
- Passed required test for operating/driving government vehicle;

- Five (5) years driving; last two (2) years driving accident free.

**Special Conditions Associated with The Job**

- Requires frequent driving;
- Extended working hours are expected, this may include working on weekends and holidays.

Applications accompanied by résumés should be submitted **no later than Wednesday, 3<sup>rd</sup> May, 2023 to:**

**Director, Human Resource Management and Development  
Ministry of Culture, Gender, Entertainment and Sport  
4-6 Trafalgar Road  
Kingston 5**

Email: [careeropportunities@mcges.gov.jm](mailto:careeropportunities@mcges.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**