



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. 191 **OSC Ref. C.4515/S3²**

2nd May, 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 fill the **vacant** post of **Watchman (LMO/TS 1)**, in the **St. James - Parish Court** of the **Court Administration Division**, salary range \$16,481 - \$22,166 per week.

Job Purpose

Under the direction of the Court Administrator, the incumbent provides security for users of the court, property and equipment within an assigned area and ensures that security measures are maintained.

Key Responsibilities

- Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured;
- Examines doors, windows and gates to ensure security;
- Watches for and reports irregularities, such as security breaches to the relevant personnel;
- Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority;
- Performs periodic checks of external lights to ensure that they are functioning and report malfunctions;
- Cleans premises and disposes of garbage;
- Maintains the aesthetic appearances of the premises by cleaning of the grounds
- Prepares daily security log;
- Opens and closes all builds at the beginning and the end of each work day;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good communication skills
- Ability to work in teams
- Keen eye for detail

Minimum Required Qualification and Experience

- Secondary Education;
- One (1) year relevant work experience.

Special Condition Associated with the Job

- Adverse at times.

Applications accompanied by résumés should be submitted **no later than Monday, 15th May, 2023 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5

Email: lataya.willis@cad.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' or similar, with a long horizontal stroke extending to the right.

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