



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 445 **OSC Ref. C. 4858⁴⁵**

23rd October, 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 the post of **Handyman (LMO/TS 2) – (Not Vacant)** in the **Facilities and Property Management Branch (Office Management and General Services)**, salary range \$16,481 - \$22,166 per week.

Job Purpose

Under the direct supervision of the Administrative Services Officer (GMG/AM 3), the Handyman (LMO/TS 2) is responsible for the cleaning and overall maintenance of the office grounds and other boundaries of the property.

Key Responsibilities

- Mows lawn and clear shrubs in the yard and attends to all gardens on the premises;
- Gathers all garbage and disposes them;
- Disposes garden waste e.g. cutting from edges properly;
- Effects minor repairs;
- Cuts weeds and water lawns and trims hedges;
- Sweeps and rakes premises;
- Assists with the cob webbing of buildings and cleaning of windows;
- Assists with the removal of furniture and equipment;
- Maintains the outer areas of the property by clearing away debris within the boundaries of the Registry;
- Maintains all garden areas of the property;
- Performs any other related duties that may be assigned from time to time by the Office Manager.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good dexterity
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good interpersonal skills

Technical:

- Sound knowledge of lawn and garden maintenance
- Basic knowledge of landscaping

Minimum Required Education and Experience

- Completion of Secondary level education;
- Experience in the operation of relevant equipment relating to lawn mowing and gardening;
- Must have gardening experience.

Special Conditions Associated with the Job

- Must wear protective gear in the execution of duties;
- May be exposed to sun, heat, dust, and wet conditions;
- Exposure to noise from the operation of gardening equipment.

Applications accompanied by résumés should be submitted **no later than Friday, 3rd November, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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