



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 200 **OSC Ref. C.6272¹⁸**

9th May, 2024

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 **Attendant (LMO/TS 1) – (Not Vacant)** in the **Corporate Affairs Division, Office of the Cabinet**, salary range \$18,647 - \$25,078 per week.

Job Purpose

Under the supervision of the Senior Director, Corporate Affairs, the Attendant undertakes the general housekeeping duties; is responsible for preparing food and beverage for meetings and functions and distributes mail within the Division.

Key Responsibilities

- Prepares and serves refreshment, meals and beverage at meetings and functions;
- Serves water and hot or cold beverage to staff daily;
- Undertakes daily general cleaning of the kitchen area, and maintains appliances and utensils in a clean and tidy manner;
- Dust/wipe furniture and office equipment;
- Sweep, mop and sanitize floors and empty dust bins;
- Provides general cleaning of offices as required.

Required Knowledge, Skills and Competencies

- Good interpersonal and customer relations skills;
- Good oral and written communication skills;
- Good housekeeping skills;
- Ability to exercise initiative within the constraints of the job;
- Knowledge of preparing simple refreshments (hot and cold beverages, sandwiches, etc.).

Minimum Required Qualification and Experience

- Completion of Secondary level education;
- Valid Food Handlers' Permit.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd May, 2024 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.gov.jm

Please note that only shortlisted applicants will be contacted and that previous applicants should not re-apply.

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.

Desreen Smith (Mrs.)
for Chief Personnel Officer