



## Office of the Services Commissions

(Central Government)  
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### **CIRCULAR No. 324** **OSC Ref. C.5166<sup>8</sup>**

**28<sup>th</sup> August, 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 **Messenger (LMO/TS 3)– (Not Vacant)** in the **Procurement and Office Services Unit, Office of the Services Commissions (Central Government)**, salary range \$22,720- \$30,556 per week.

### **Job Purpose**

Under the supervision of the Procurement/Office Manager, the Messenger provides support services in the areas of mail delivery and general associated office duties that assist and enhance the work of the Department.

### **Key Responsibilities**

- Records, distributes/collects letters, files and other documents from the Governor-General's Office, Ministries, Departments, Executive Agencies and other personnel as requested;
- Accompanies the Driver to collect lunches and other refreshments for entities/meetings as directed;
- Reports accidents to the Supervisor/Manager;
- Replenishes water for water coolers;
- Assists in the movement of office furniture;
- Assists in the development of Individual Work Plan;
- Performs other related duties assigned from time to time.

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

#### **Core:**

- Good interpersonal skills;
- Good oral and written communication skills;
- Good customer service skills;
- Good judgment and decision making skills;
- Good planning and organizing skills;
- Ability to exercise initiative within the constraints of the job;
- Literate;
- Confidentiality.

#### **Functional:**

- Good job knowledge;
- Physical strength;
- Knowledge of machine operation.

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

- Secondary level education;
- Valid Driver's License.

### **Special Condition Associated with the Job**

- Assigned to carry out driving duties when the Driver is absent.

Applications accompanied by résumés should be submitted **no later than Thursday, 5<sup>th</sup> September, 2024 to:**

Director, Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4

Email: [hrm@osc.gov.jm](mailto:hrm@osc.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.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer