



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 323 **OSC Ref. C. 6608⁹**

22nd 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 fill the **vacant** post of **Office Attendant (LMO/TS 2), National Library of Jamaica**, salary range \$18,647 - \$25,078 per week.

Job Purpose

Under the direction of the Manager, Maintenance and Property, the incumbent is responsible for providing ancillary/customer support services to include cleaning and maintenance of the working environment and dispatching and retrieving mails/correspondence.

Key Responsibilities

- Cleans working environment;
- Provides maintenance for reading room by vacuuming shelves as assigned;
- Vacuums furniture and library resources as required;
- Cuts and mounts newspaper clippings;
- Provides attendant services for meetings and events by preparing the physical space; and/or preparing and serving refreshments as directed;
- Delivers and collects mails/correspondence as directed
- Removes goods and furniture as directed;
- Assists with routine building and facilities maintenance as directed;
- Provides customer support services at the front desk by:
 - Directing customers to the appropriate service areas;
 - Ensuring that a record of users is maintained at the front desk;
 - Receiving and storing bags at the counter;
 - Directing users to lockers for storage of personal effects, ensuring that locker keys are distributed and collected;
 - Collecting incoming mails and forwarding to the Executive Office;
- Provides relief support in the print room;
- Provides custodian services for the opening and closure of the library as directed;
- Performs other duties as assigned.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Teamwork and co-operation;
- Customer and quality focus.

Minimum Required Qualification and Experience

- Basic Education up to the Grade 9 level;
- Functionally literate.

Special Conditions Associated with the Job

- May be required to work after hours or on weekends;
- Required to lift and move objects up to 30lbs;
- Moderate physical effort required involving bending and stretching;
- Stooping to inspect in confined spaces.

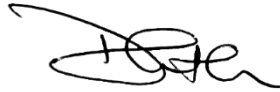
Applications accompanied by résumés should be submitted **no later than Wednesday, 4th September, 2024 to:**

Director, Human Resource Management and Administration
National Library of Jamaica
12 East Street
Kingston

E-mail: nljhrm@nlj.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