



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 395

OSC Ref. C.4468⁸

3rd October, 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 **Office Attendant 1 (LMO/TS 1) - (Not Vacant)** in the **Attorney-General's Chambers**, salary range \$18,647 - \$25,078 per week.

Job Purpose

Under the general direction of the Manager, Administration and Office Services, the Office Attendant 1 (LMO TS 1) is responsible for providing support services by maintaining the Office and its environs, preparing refreshments and conference rooms for meetings and facilitating the movement of records/mails.

Key Responsibilities

Technical/Professional:

- Cleans floors, bathrooms, office furniture, equipment and other areas;
- Sanitizes high touch areas, as directed;
- Washes and sanitizes utensils and kitchenette;
- Prepares meeting rooms and serves refreshment at meetings;
- Circulates and delivers files, mails and newspapers;
- Collects and delivers office supplies;
- Makes photocopies of and shreds documents.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills;
- Ability to understand and follow instructions;
- Good interpersonal, people management and customer relations skills.

Minimum Required Qualification and Experience

- Successfully completed Secondary School Education.

Special Conditions Associated with the Job

- Exposure to household chemicals and dust;
- Lifting and bending occasionally.

Applications accompanied by résumés should be submitted **no later than Wednesday, 16th October, 2024 to:**

Director, Human Resource Management and Administration
Attorney General's Chambers
13 Hillcrest Avenue
Kingston 6

Email: hrm@agc.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