

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following temporary position in the Institute of Jamaica (IOJ):

Project Officer (SOG/ST 5)

JOB SUMMARY

To directly supervise maintenance and construction projects of the Institute of Jamaica

KEY RESPONSIBILITIES

- Develops a preventative maintenance schedule for the Institute and its outstations
- Prepares scope of works for ongoing Institute projects
- Conducts site surveys
- Ensures the correct disposal of solid waste in the approved dump area
- Prepares sketch plans and final drawings as required
- Evaluates work and makes recommendation for payments
- Prepares bill of quantities and cost estimates for projects
- Assists in the management of projects to ensure that the budget is not exceeded
- Plans and implements preventative maintenance for air conditions, fire fighting equipments and vehicles.
- Co-ordinates and ensures adherence to strict security measures/regulations in relation to all premises and objects in possession of the Institute of Jamaica

PERIOD OF EMPLOYMENT

December 1, 2021 – April 7, 2022

MINIMUM QUALIFICATIONS/EXPERIENCE

- Bachelor of Science Degree in Building Construction /Maintenance Management
- Two (2) years' related experience

Applications should be submitted no later than **Friday, November 19, 2021** to:

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm

