

INSTITUTE OF JAMAICA

(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).

ARTISAN (LMO/TS 4) Pay Level 4

Job Summary

The Artisan's major objective/purpose is to adequately carry out basic building maintenance painting, plumbing, electrical, carpentry and masonry for a functional facility to include the provision of installation support for exhibitions/displays mounted by the Public Relations Department and outreach arm of the Institute of Jamaica .

Key Responsibilities:

- Prepares a list of requirements for tools/supplies/materials
- Prepares reports
- Makes recommendations for effective functioning of workshop
- Carries-out routine checks to identify infrastructure related issues and take steps to resolve them.
- Maintains the infrastructures including; painting, plumbing, carpentry, electrical work and masonry.
- Carries-out basic construction/installations of internal partitions for office spaces and enclosures.
- Removes and replaces lighting fixtures in offices, restrooms, foyers and on the general compound of Institute of Jamaica (IOJ) facilities.
- Carries-out preventative maintenance works of structures through detention of termite infestation and makes recommendations for treatment applications.
- Ensures all drainage systems are free from blockage and are in proper working order.
- Conducts repairs to broken/damaged furniture.

Minimum Qualification/Experience

- Certificate or equivalent qualification in carpentry or general construction or a practical knowledge of carpentry with a minimum of three years' experience
- Training in the necessary preventative conservation skills and storage techniques
- Training in plumbing work would be an asset

Salary Scale

\$32,905.00 - \$43,174.00 per week

Duration

July 2026 – February 2027

Applications accompanied by resumes should be submitted no later than **Friday, June 19, 2026** to:

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

Email: personnel@instituteofjamaica.org.jm