

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **temporary** position in the Natural History Museum of Jamaica (NHMJ), a division of the Institute of Jamaica:

Office Attendant/Messenger (LMO/TS 1) (Level 1)

Job Summary

The Office Attendant is responsible for maintaining clean and neat offices, restrooms and common areas in the Natural History Museum of Jamaica.

Key Responsibilities

- Assists with the cleaning of the NHMJ Exhibition Gallery
- Assists with the cleaning of the IOJ Canteen
- Cleans steps and corridors leading to and from the Herbarium
- Cleans Dryer in the Botany Department
- Dusts books in the Botany Library
- Assists with the manning of the Tower Street Entrance

Required Education and Experience

- Basic level education up to the Grade 9 level.
- Three (3) months' related experience.

Period of Employment

June 2, 2025 – June 20, 2025

Salary Scale

\$18,647 per week to \$25,078 per week

Applications should be submitted by **Friday, May 9, 2025** to:

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

EMAIL: personnel@instituteofjamaica.org.jm