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

Applications are invited to fill the following temporary position in the Institute of Jamaica and assigned to the Programmes Coordination Division (Greater Portmore Junior Centre):

Office Attendant/Messenger - LMO/TS 1 (Temporary)
December 14, 2026 – January 8, 2027

Job Summary

Under the supervision of the Programmes Officer, ensures the internal environs of the Greater Portmore Junior Centre are properly clean and sanitised on a daily basis; to assist with the delivering of messages; as well as purchase goods and to prepare and serve refreshment.

Key Responsibilities

1. Tidies Offices, Conference Room, Lobby Area, all classrooms, and kitchen
2. Cleans the restrooms
3. Collects and delivers correspondence
4. Delivers written and oral messages to staff
5. Purchases supplies on behalf of the organization when required
6. Collects pro-forma invoices and prices from suppliers
7. Prepares and serves refreshment at official functions
8. Prepares coffee break and purchase lunch when required
9. Monitors children before classes
10. Accompanies children to and monitors their behaviour and belongings at external competitions/ performances and field trips
11. Assists with the decorating of the building/ room/ space.
12. Assists teachers with finding materials in the storeroom
13. Distributes flyers and other promotional material in the Portmore environs
14. Answers telephone in the absence of Secretary or Programmes Officer (lunch break/ absence from compound), and take and deliver messages
15. Assists Secretary in inventory documentation of general stores items received
16. To offer support to intra- and inter-Divisional activities/ events

Salary Scale

$19,580.00 p.w. to $26,332.00 p.w.
(Please note that new employees are paid at the minimum rate)

QUALIFICATIONS/EXPERIENCE

- Secondary School Education at least to Grade 9
- Three (3) months' working experience is a similar capacity would be an asset
- Should possess a valid food handler's permit

Applications should be submitted no later than **Friday, November 6, 2026** to:

DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON
Email: personnel@instituteofjamaica.org.jm