

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in the Central Administration of the Institute of Jamaica:

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

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, March 16, 2023** to:

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

Email: personnel@instituteofjamaica.org.jm