

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following post at the Greater Portmore Junior Centre of the Programmes Coordination division of the Institute of Jamaica:

GROUNDSMAN/MESSENGER (LMO/TS 1)

Job Summary

Under the general supervision of the Programmes Officer, the Groundsman/Messenger is expected to clean and maintain the outside areas of the Junior Centre and to ensure the timely distribution and collection of all correspondences.

Key Responsibilities

- Sweeps the corridors and exterior areas
- Mows and weeds the grass
- Waters the yard/garden
- Dusts the louver windows
- De-webs the building
- Puts out garbage for collection
- Cleans classrooms and restrooms when required
- Posts and delivers correspondence
- Lifts and moves furniture when required
- Purchases goods and supplies on behalf of the organization
- Repairs furniture , restroom fixtures and lawnmower/weedwacker
- Assists with the decorating of the building when required
- Assists maintenance personnel when required

Basic Salary

\$16,481.00 p.w. to \$22,166.00 p.w.

Minimum Required Education and Training

Secondary Education at least to Grade 9

Three (3) months' working experience in a similar capacity would be an asset

Applications should be submitted no later than **Friday, April 28, 2023** to:

**The Director: Human Resource Development and Management
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm