

# **INSTITUTE OF JAMAICA**

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

Applications are invited to fill the following position in the Institute of Jamaica (IOJ):

## **Projects Officer (SOG/ST 5)**

**Salary: \$3,094,839.00**

### **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, June 16, 2023** to:

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

**Email: [personnel@instituteofjamaica.org.jm](mailto:personnel@instituteofjamaica.org.jm)**