

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following position in Programmes Coordination Division (Greater Portmore Junior Centre):

GROUNDSMAN/MESSENGER (LMO/TS 1)

SALARY: \$16,481.00 - \$22,166.00 per week

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
- Assists with the decorating of the building when required
- Assists maintenance personnel when required

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 **Wednesday, May 31, 2023** to:

Director Human Resource Development and Management

Institute of Jamaica

10-16 East Street KINGSTON

Fax # 922-1147

Email: personnel@instituteofjamaica.org.jm