

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

Applications are invited to fill the following vacant post at Liberty Hall: *The Legacy of Marcus Garvey*, a department of the Institute of Jamaica

HANDYMAN
(LMO/TS 2) (Level 1)

JOB SUMMARY

The Handyman is responsible for the general upkeep of the premises including surrounding pavements, courtyard, garden, as well as keeping the walls of the building clean. He/she is also required to conduct minor repairs and maintenance to the building, and its fixtures and assist in moving of objects (e.g. chairs, tables etc.).

KEY RESPONSIBILITIES

- Keeps a list of tools and machines used in the area of responsibility and report any loss
- Reports faulty electrical bulbs and missing signs
- Reports any broken glass damage to doors walls, service facilities, fences, gates and fixed components.
- Maintains garden tools and supplies
- Performs semi-skilled jobs
- Cleans Liberty Hall's yard and the street directly in front building
- Cleans drains and gutters
- Cleans windows
- Weeds and waters plants in garden
- Assists in moving objects/ furniture when necessary

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Grade nine level education
- Literate and numerate
- Three (3) months' on the job training

SALARY RANGE

\$18,647.00 p.w. - \$25,078.00 p.w.

Applications should be submitted no later than **Friday, July 26, 2024** to:

Director
Human Resource Development and Management
Institute of Jamaica
10-16 East Street
Kingston
Email: personel@institutueofjamaica.org.jm