

INSTITUTE OF JAMAICA

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

Applications are invited to fill the following **temporary** position at the National Museum Jamaica, a division of the Institute of Jamaica:

MUSEUM ATTENDANT (LMO/TS 1) (Level 1)

JOB OBJECTIVE

To perform basic maintenance of the Museum's grounds, buildings and equipment.

KEY RESPONSIBILITIES

- Maintains the grounds of the museum
- Maintains gardens (or facility green areas) where applicable
- Cleans windows, eaves and paved areas
- Cleans debris from gutter on the roof
- Washes walls of museum and windows
- Assists with the painting of cases, walls, partitions etc. for exhibitions
- Assists, the Museum Installation Officer with the construction of cases, partitions etc. for exhibitions
- Moves furniture and equipment e.g. chairs, cases artefacts
- Prepares external and internal areas for classes, events and other activities
- Assists with the setting up of furniture and equipment for classes, events etc.

MINIMUM QUALIFICATION/EXPERIENCE

- Numeracy and literacy
- Grade nine (9) level
- At least three (3) months' experience in a similar position

PERIOD OF EMPLOYMENT

September 4, 2024 to October 4, 2024

SALARY SCALE

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

Applications should be submitted no later than **Friday, August 2, 2024** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET, KINGSTON**

EMAIL: personnel@instituteofjamaica.org.jm