

Office of the Services Commissions

(Central Government)
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CIRCULAR No. 68 **OSC Ref. C.5849/S15⁷**

9th April, 2026

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant** posts in the **Corporate Area Parish Court (Civil) and the Family Court – Kingston and St. Andrew, Court Administration Division:**

1. **Watchman (LMO/TS 1)** – salary: \$18,647 per week.
2. **Groundsman (LMO/TS 1)** – salary: \$18,647 per week.

1. **Watchman (LMO/TS 1)**

Job Purpose

Under the direction of the Court Operations Manager, the incumbent provides security for users of the Court's property and equipment within an assigned area and ensures that security measures are maintained.

Key Responsibilities

- Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured;
- Examines doors, windows and gates to ensure security;
- Watches for and reports irregularities, such as security breaches to the relevant personnel;
- Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority;
- Performs periodic checks of external lights to ensure that they are functioning and reports malfunctions;
- Cleans premises and disposes of garbage;
- Maintains the aesthetic appearance of the premises by cleaning the grounds;
- Prepares daily security log;
- Opens and closes all buildings at the beginning and the end of each work day;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good communication skills
- Ability to work in teams
- Keen eye for detail

Minimum Required Qualification and Experience

- Secondary Education;
- One (1) year relevant work experience.

Special Condition Associated with the Job

- Adverse at times.

2. Groundsman (LMO/TS 1)

Job Purpose

Under the direction of the Court Operations Manager, the incumbent ensures that the property and equipment are cleaned.

Key Responsibilities

- Cleans and maintains the Court grounds;
- Performs periodic checks of external lights to ensure that they are functioning and report malfunctions;
- Cleans premises and disposes of garbage;
- Maintains the aesthetic appearances of the premises by cleaning the grounds;
- Prepares daily security log;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good communication skills
- Ability to work in teams
- Keen eye for detail

Minimum Required Qualification and Experience

- Secondary Education.

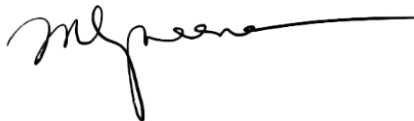
Applications, accompanied by résumés, should be submitted **no later than Wednesday, 22nd April, 2026, to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5

Email: lataya.willis@cad.gov.jm or hrma@cad.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**