



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 152 **OSC Ref. C. 6210/S5²⁰**

4th August, 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 be assigned to the post of **Attendant (LMO/TS 1) (Not Vacant), Corporate Services Division – Administration and Administration, Property and Security Management Section** in the **Ministry of Foreign Affairs and Foreign Trade**, salary: \$18,647 per week.

Job Purpose

To provide efficient ancillary support services to the staff at Headquarters.

Key Responsibilities

Technical/Professional

- Photocopies documents sent/delivered to the Copy Room on a daily basis;
- Keeps an accurate print record for all photocopy machines;
- Keeps an accurate record of stock of photocopy paper stored in the Copy Room;
- Bounds documents sent/delivered to the Copy Room as requested;
- Shreds all scrap paper to maintain and clean and tidy workspace;
- Carries the security boxes/bags with incoming and outgoing mail to and from the various Departments and Units twice daily;
- Assists in the movement of furniture and equipment within the Ministry, as required;
- Empties the shredder waste basket and replace bag;
- Clears paper jams and printer errors;
- Assists in meeting room set-up based on the required configuration;
- Maintains records of servicing, of the photocopy machine;
- Any other duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Acceptable oral and written communication skills
- Knowledge of standard English (oral and written)
- Good interpersonal skills
- Good customer service skills
- Strong sense of duty

Technical:

- Physical stamina - the capacity to carry heavy objects and move furniture and boxes.
- Organizational awareness - general knowledge of the Ministry's role and function

Minimum Required Qualification and Experience

- Completion of secondary school education. School Leaving Certificate.
- Previous experience in a customer service environment would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th August, 2026 to:**

Senior Director,
Human Resource Management & Development
Ministry of Foreign Affairs & Foreign Trade
2 Port Royal Street
Kingston

Email address: recruitment@mfaft.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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal stroke extending to the right.

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