Office of the Services Commissions
(Central Government)
Ministry of Finance and the Public Service Building
30 National Heroes Circle, Kingston 4
Jamaica, West Indies
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CIRCULAR No. 193
OSC Ref. C. 4858[56]

21st October, 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 **Artisan Helper (LMO/TS 2) (Not Vacant)** in the **Transportation & Fleet Management Section Division (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary: $19,580 per week.

Job Purpose

Under the direct supervision of the Artisan 4 (LMO/TS 5), the Artisan Helper (LMO/TS2) is responsible for providing artisan duties for the overall maintenance of the Ministry's vehicles and transportation activities.

The incumbent is also responsible for the maintenance of the grounds.

Key Responsibilities

Technical/Professional

- Assists with the servicing of Government Motor Vehicles;
- Services motor vehicle parts and maintains inventory;
- Delivers mails internally;
- Loads and unloads Government vehicles;
- Assists with effecting minor repairs to vehicles;
- Assists with the removal of furniture and equipment;
- Assists with the sourcing of parts for the servicing of Government Motor Vehicles;
- Assists with obtaining estimates for vehicles;
- Assists with the collation of information for reports;
- Assists with detailed checking-off of vehicles;
- Collects internal mails and dispatched;
- Assists with the washing of the walls;
- Mows lawns and keeps grounds clean;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Basic oral communication skills
- Basic written communication skills
- Good interpersonal skills
- Teamwork and cooperation
- Customer and quality focus skills
- Problem solving and decision making skills

Technical:

- Good dexterity
- Knowledge of GOJ/Ministry's policies
- Basic knowledge of Basic Mechanics
- Basic Report writing skills

Minimum Required Qualification and Experience

- Completion of Secondary School education.
- Training in Auto Mechanics.
- At least one (1) year's related experience

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 3rd November, 2026, to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6

Email: jobopportunities@moa.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