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CIRCULAR No. 198 **26th October, 2026**
OSC Ref. C.6210/S5[21]

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 **Ministry of Foreign Affairs and Foreign Trade**:

1. **Maintenance Officer (Mechanical/Electrical) (SOG/ST 4)**, salary: $2,943,960 per annum.

2. **Artisan (Plumbing/Carpentry) (SOG/ST 3)**, salary: $2,299,817 per annum.

1. Maintenance Officer (Mechanical/Electrical) (SOG/ST 4)

Job Purpose

Under the supervision of the Property and Maintenance Officer, the Maintenance Officer (Mechanical/Electrical) is responsible for ensuring the efficient operation, maintenance and reliability of all mechanical and electrical systems across the Ministry. This role involves conducting repairs and assisting with the inspection, servicing and troubleshooting of key systems, including air conditioning (AC), elevators, fire protection systems and security camera/lock systems, to ensure safety, functionality and compliance with relevant standards, while minimizing downtime and service disruptions.

Key Responsibilities

Management/Administration:
- Prepares reports on system performance, faults and completed work;
- Keeps abreast of continued development in relations to mechanical and electrical standards;
- Assists in supervising external contractors during maintenance work, ensuring work is completed to required standards and specifications;
- Reports on contractor performance and issues to the supervisor;
- Reports faults, malfunctions or safety concerns, immediately;
- Assists with reviewing of bits submitted for works at HQ and Overseas Missions;
- Assists with the preparation of scope of works/term of reference documents, for tenders conducted at HQ.

Professional/Technical:
- Monitors the performance of key systems, including air conditioning (AC), elevators, fire protection systems and security camera/lock systems and reports irregularities;
- Conducts initial troubleshooting for AC system and all other mechanical/ electrical systems, and makes recommendation, as necessary;
- Undertakes repairs of A/C systems and electrical/mechanical equipment systems, for example, motor generators, controllers, transformers, circuit breakers and batteries;
- Cleans AC filters, ducts and other components, as required;
- Assists in the maintenance, servicing and repair of AC systems and other electrical/mechanical equipment systems;
- Removes, repairs, replaces and tests assigned equipment;
- Repairs, replaces and maintains water pumps;
- Performs routine electrical repairs, such as changing light bulbs or LED light fixtures;
- Assists with the re-wiring of existing facilities, structures or equipment as required;
- Assists with the execution of special electrical work projects, as required;
- Coordinates with external service providers for inspections and servicing of elevators;
- Maintains a log of tasked performed;
- Ensures systems are updated, repaired and replaced in compliance with the relevant electrical standards/regulations;

- Cleans, maintains and ensures proper storage of all tools and equipment used in the administration of Mechanical/Electrical duties.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good customer relation and interpersonal skills
- Good problem solving and conflict management skills
- Ability to work in a team
- Sound integrity
- Compliance
- Strong customer and quality focus skills

Technical:

- Organizational awareness - knowledge of the role and function of the Ministry
- Sound knowledge and skills in the field of mechanical/electrical concepts, principles and systems
- Good knowledge of the operations of Government and the organization's policies and procedures
- Good knowledge of building codes and standard practices
- Proficient in relevant Microsoft applications
- Good report writing skills

Minimum Required Qualification and Experience

- Diploma in Electrical/Mechanical Engineering **or** HEART NSTA NVQJ Level 3 Certificate in Electrical/Mechanical Engineering, Industrial Electrical Maintenance, Refrigeration and Air Conditioning or related field;
- Three years (3) years' experience working in an Electrical/Mechanical Engineering or related environment.

2. Artisan (Plumbing/Carpentry) (SOG/ST 3)

Job Purpose

Under the supervision of the Property and Maintenance Manager, the Artisan (Plumbing/Carpentry) is responsible for the maintenance, repair and upkeep of the building facilities, infrastructure and amenities in relation to minor plumbing and carpentry works. The incumbent also assists in routine inspections and helps to implement corrective actions to minimize downtime, while contributing to the longevity, functionality and appearance of the property.

Key Responsibilities

Management/Administration:

- Keeps abreast of continued development in the field of carpentry and plumbing;
- Assists in supervising external contractors during maintenance work, ensuring work is completed to required standards and specifications;
- Reports to the supervisor on contractor performance and issues;
- Maintains accurate maintenance logs and records;
- Tracks service schedules and contractor activities;

Professional/Technical:

- Performs minor plumbing repairs, including fixing leaks, unclogging drains, replacing fixtures and maintaining piping systems;
- Performs routine repairs, maintenance and installation of carpentry components, such as doors, windows, cabinets, locks, furniture, partitions and fittings;
- Conducts general building maintenance, including patching, painting and minor structural repairs;
- Inspects plumbing and carpentry structures regularly, to identify potential issues, and recommends and carries out corrective measures to prevent deterioration and damage;
- Participates in routine facility inspections and condition assessments;

- Reports defects, hazards and maintenance needs to supervisor;
- Maintains accurate records of maintenance work completed, materials used and outstanding issues;
- Conducts initial troubleshooting for plumbing issues and makes recommendation, as necessary;
- Assists with the re-piping of new or existing facilities, structure or equipment, as required;
- Assists with the execution of special work project, as required;
- Undertakes installations of pipes away from obstructions, to prevent undue weakening of structures.

Required Knowledge, Skills and Competencies

Core:

- Strong oral and written communication skills
- Strong customer relation skills
- Good problem solving and conflict management skills
- Good interpersonal skills
- Ability to work in a team
- Sound integrity
- Compliance
- Strong customer and quality focus skills

Technical:

- Organizational awareness - knowledge of the role and function of the Ministry
- Sound knowledge and skills in the field of plumbing and carpentry concepts, principles and systems
- Good knowledge of the operations of Government and the organization's policies and procedures
- Good knowledge of building codes and standard practices
- Proficient in relevant Microsoft applications
- Good report writing skills

Minimum Required Qualification and Experience

- HEART NSTA NVQJ Level 3 certificate in Plumbing;
- HEART NSTA NVQJ certification in Carpentry;
- Two to three (2-3) years' experience in Plumbing and on the job training in Carpentry.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 6th November, 2026, to:**

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

Email: recruitment@mfaft.gov.jm

Further details of the position may be obtained from the Human Resource Management and Development Branch.

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