

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit a suitably qualified person to fill the position of **Watchman/Caretaker (LMO/TS 3) - (Vacant)**, salary range \$10,771- \$12,187 per week and any allowance(s) attached to the post.

JOB PURPOSE (reason for job existing)

To ensure that security measures are maintained for the purpose of protecting staff, equipment and infrastructure and to maintain the aesthetic appearance of the facility by carrying out the beautification and clearing activities of the ground.

KEY RESPONSIBILITIES

- Check building and grounds to ensure that all equipment and facilities are secured;
- Open all building entrances and exists at the beginning of the work day;
- Lock all building entrances and exits at the end of the work day;
- Discourage Entry of trespassers or intruders to the facility;
- Maintain the grounds by sweeping and removing garbage to ensure pickup by Garbage Disposal Unit;
- Respond to emergencies as they may rise. Operate the electronic security systems as required.

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations
- Team work and cooperation
- Interpersonal skills
- Customer and Quality Focus
- Time management skills

Technical

- Ability to use and respond to electronic safety systems

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Secondary School level education;
- One-year experience in related field

Special conditions

- Work at nights and early mornings

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Wednesday, August 12, 2020 to:

Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
Email: careers@moj.gov.jm

The Ministry of Justice thanks all applicants for their interest, however, only those shortlisted will be contacted.