



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Audio Visual Technician
JOB GRADE: LMO/TS2
DEPARTMENT: Information and Documentation
REPORTS TO: Director, Information and Documentation
MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To prepare, operate audio visual equipment and maintain inventory of audio visual equipment and materials in the Resource Centre.

KEY OUTPUTS

- Current inventory of all audio visual equipment and materials maintained.
- Completed report on damaged equipment and prepared equipment requiring major repairs for dispatch to service agencies.
- Newspaper articles filed.
- Tabulated and prepared data of questionnaires administered.

KEY RESPONSIBILITY AREAS

1. Responsible for the loan of materials and equipment.
2. Inspects all material and equipment before issuing and upon return.
3. Prepares and operates audio-visual equipment for staff and other users.
4. Selects, clips and mounts newspaper articles.
5. Assists with the presentation of displays and exhibitions.
6. Enters data of questionnaires administered.
7. Performs any other related duties as may be assigned from time to time.

PERFORMANCE STANDARDS

1. Confidentiality of information obtained on the job is preserved.
2. A high level of performance is demonstrated consistently.
3. Accurate inventory of audio visual equipment maintained

4. Accurate log of loans (audio visual material)

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Artistic skills	
Computer skills	
Knowledge of the use of audio visual equipment	
Use of technology	

Core Competencies	Level s
Good oral communication skills	
Good written communication skills	
Initiative	
Interpersonal skills	
Customer and quality focus	
Methodical	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC subjects, including English Language and Mathematics at Level 2 (General Proficiency or GCE O' Level equivalent)
- Two (2) years experience with comparable equipment in similar position

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Irregular late hours related to exhibitions

AUTHORITY

N/A