



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

JOB DESCRIPTION AND SPECIFICATION

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| JOB TITLE: | Audio Visual Technician |
| JOB GRADE: | MCG/AVT 1 |
| DEPARTMENT: | Health Promotion and Protection |
| REPORTS TO: | Director, Health Promotion and Education |
| 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 coordinate the storage, distribution and maintenance of Health Promotion and Education materials and other materials stored in HPP Store Room

KEY OUTPUTS

1. Inventory of educational materials, promotional items and sporting equipment maintained.
2. Store Room management
3. Health promotion exhibitions
4. Educational materials distributed

KEY RESPONSIBILITY AREAS

1. Maintains a current inventory of educational materials, equipment and all other items stored in the HPPD storeroom.
2. Reports to the Director, Health Promotion and Education on repairs needed to the Store room as well as the contents within
3. Assists with the preparation of displays and exhibitions.
4. Maintains records of the distribution of educational materials on a daily basis.
5. Undertakes any other services as may be assigned from time to time according to the exigencies of services.

PERFORMANCE STANDARDS

1. Confidentiality of information obtained on the job is preserved.
2. A high level of performance is demonstrated consistently.

REQUIRED COMPETENCIES

| Functional/Technical Competencies | Level s |
|---|--------------------|
| Knowledge of supplies and inventory management | |
| Basic knowledge of the content of the health educational materials | |
| Knowledge and skill derived from specialized training and intense experience in library technology, art photography and audiovisual equipment | |
| High degree of creative ability | |

| Core Competencies | Level s |
|---|--------------------|
| Excellent oral communication skills | |
| Excellent written communication skills | |
| Ability to work in an organized, logical and efficient manner | |
| Ability to work in a team | |
| Excellent interpersonal skills | |
| Initiative | |

MINIMUM REQUIRED EDUCATION 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

May be required working beyond normal working hours