



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Audio Visual Technician
JOB GRADE:	MCGAVT 1
POST NUMBER:	53785
DIVISION/BRANCH:	Corporate Service Division/Documentation/Information and Access Services Branch
SECTION/UNIT:	Library Unit
REPORTS TO:	Librarian
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Librarian, the Audio Visual Technician, prepares, operates audio visual equipment and maintains inventory of audio visual equipment and materials in the Resource Centre at the head office in the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Audio Visual equipment prepared and operated;
- Audio Visual material and equipment loaned are logged/recorded;
- Inventory of current audio visual equipment and materials maintained;
- Reports on status of equipment prepared and submitted;
- Newspaper articles clipped and filed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Prepares individual work plan;
- Prepares and operates audio-visual equipment for staff and other users;
- Logs/records and maintains all audio visual material and equipment which are on loan;
- Inspects all material and equipment before issuing and upon return;
- Conducts inventory of current audio visual equipment and materials;
- Submits report on damaged equipment;

- Arranges equipment requiring major repairs for dispatch to service providers;
- Selects, clips and mounts newspaper articles;
- Assists with the presentation of displays and exhibitions;
- Enters data of questionnaires administered;
- Performs any other related duties as may be assigned from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Audio Visual equipment prepared and operated in accordance with set guidelines;
- Audio Visual materials loaned are accurately logged;
- Accurate inventory of audio visual equipment maintained;
- Reports on status of equipment are accurate, comprehensive and prepared and submitted in a timely manner;
- Newspaper articles filed in an appropriate manner and sequenced according to date;
- A high level of performance is demonstrated consistently;
- Confidentiality and integrity are exercised at all times.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Documentation/Information and Access Services	Obtains/gives advice, receive directives, and guidance, general information and feedback
Librarian	Obtains/gives advice, receive directives, and guidance, work assignments, general information and feedback
Other members of staff	Prepares and operates audio visual equipment

ii) External Contacts

Contact	Purpose of Communication
Other users	Prepares and operates audio visual equipment

6. REQUIRED COMPETENCIES:

Core

- Good presentation, written, oral and communication skills;
- Good interpersonal skills;
- Good planning and time management skills;
- Initiative;
- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Customer and quality focus;
- Methodical
- Good integrity/ethics exercised in the performance of duties.

Technical

- Knowledge of the Ministry's policies and procedures;
- Artistic skills;
- Knowledge of the use of audio visual equipment;
- Use of technology;
- Proficiency in the use of relevant computer software and computer applications.

7. 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

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

N/A

10. WORKING CONDITIONS:

- Normal office conditions.

