



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Attendant (Male)
JOB GRADE:	LMO/TS 3
POST NUMBER:	27552
DIVISION/BRANCH:	Corporate Services/Administration Branch
SECTION/UNIT:	Assets, Office & Special Services Unit
REPORTS TO:	Director, Assets, Office & Special Services
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 Director, Assets, Office & Special Services, the Attendant contributes to creating a positive and productive work environment for the Ministry through the provision of ancillary services by collecting and distributing mails, files, correspondence, documents and daily distribution of newspaper to various offices.

The incumbent also provides support by arranging furniture and equipment for conferences and special functions and relocating items of furniture, equipment as the need arises. In addition the incumbent also undertakes supervisory responsibilities in the absence of the Director.

2. KEY OUTPUTS (Results, Deliverables)

- Mails, files, correspondence , documents distributed/delivered;
- Newspaper distributed.
- Furniture and equipment arranged and relocated;

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Supervises male attendants in the absence of the Director;
- Delivers mails, files, correspondence and other documents to and from various head office locations;
- Delivers mails, correspondence to the Registry for distribution;
- Takes mail to the Post Office and collects mail;
- Distributes newspaper to head office locations;
- Takes documents to Tax Office for certification when necessary;
- Takes cheques to be signed when necessary;
- Works three (3) times per week in the delivery of ice to head office locations
- Arranges and relocates office furniture and equipment as the need arises and furniture and equipment for conferences and special functions when necessary;
- Works closely with the Stores in the delivery of medical supplies to various health

facilities island wide;

- Assists in the setting up of medical posts and booths for special events;
- Performs other related duties as assigned by the Director from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Files, mails and correspondence for distribution are delivered within established procedures and guidelines;
- Newspaper distributed within agreed time frame.
- Furniture and equipment arranged and relocated as the need arises.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal

Contact (Title)	Purpose of Communication
Director, Administration	Obtain advice, receive directives, and guidance regarding portfolio and provide feedback
Director, Assets, Office & Special Services	Obtain advice, receive directives, work assignments and guidance regarding portfolio and provide feedback
Divisional, Branch, Unit Heads, other members of staff	Matters relating to delivery of mails etc. and other ancillary service

ii) External Contact

Contact	Purpose of Communication
Personnel in other Ministries/offices	Delivery of mail and correspondence

6. REQUIRED COMPETENCIES:

Core

- Ability to read and write and follow instructions;
- Ability to communicate effectively with a wide range of people;
- Good planning and organizing skills;
- Good organizing skills;
- Ability to Good knowledge to operate office equipment;
- Understands the necessity for confidentiality;

- Be honest and display integrity;
- Displays sensitivity to and awareness of the needs of others;
- Pleasant, good-natured and cooperative.

Technical

- Knowledge of Ministry's policies and procedures.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Secondary school education. (School Leavers Certificate);

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Physical effort is required e.g. frequent walking and standing
- Required to work beyond normal working hours, whenever the need arises;

9. AUTHORITY TO:

N/A

10. WORKING CONDITIONS

- Normal office conditions;
- Occasionally exposure to dust.