



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Audio Visual Technician  
**JOB GRADE:** MCG/AVT 1  
**DEPARTMENT:** Health Promotion and Protection  
**REPORTS TO:** Director, Health Promotion and Protection  
**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. Clips and files newspaper articles.
5. Assists with the presentation of displays and exhibitions.
6. Enters data of questionnaires administered.
7. 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**

| <b>Functional / Technical Competencies</b>     | <b>Levels</b> |
|--|---------------|
| Artistic skills                                |               |
| Computer skills                                |               |
| Knowledge of the use of audio visual equipment |               |

| <b>Core Competencies</b>          | <b>Levels</b> |
|-----------------------------------|---------------|
| Good oral communication skills    |               |
| Good written communication skills |               |

## **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**