



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Photocopy Operator
<b>JOB GRADE:</b>	LMO/TS 1
<b>DEPARTMENT:</b>	Information and Documentation
<b>REPORTS TO:</b>	Manager Information and Documentation
<b>MANAGES:</b>	

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 provide duplicating services to members of staff and MOH clients.

## **KEY OUTPUTS**

1. Documents Photocopied
2. Documents sorted and bound
3. Photocopy machine handled in a professional manner.

## **KEY RESPONSIBILITY AREAS**

1. Sorts, Copy and binds relevant documents in accordance with approved requisition.
2. Checks stock levels of stationary and supplies and prepares requisition as required.
3. Maintains accurate records of photocopying and reprographic requests.

## **PERFORMANCE STANDARDS**

1. Quality Copies
2. Copies delivered in minimum time.
3. Malfunction of equipment reported promptly.

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competences</b>
Good knowledge of photocopying and reprographic equipment and techniques.
Honesty

<b>Core Competences</b>	<b>Levels</b>
Ability to communicate effectively	1
Good interpersonal skills.	1
Good time management	1
Methodical	1
Integrity	1

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- Secondary Education
- 2 Years related experience

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Possible exposure to radiation from machines.
- May be required to work beyond normal hours

### **AUTHORITY**

Requisition stationary and supplies.