

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Maintenance Officer**

##### **Job Summary**

Under the supervision of the Manager, Office Services, the Maintenance Officer is accountable for keeping the internal and external areas of the premises clean, safe and free from clutter and carry out basic preventative and corrective maintenance to the building and facilities in order that a suitable working environment is maintained to support the achievement of the Integrity Commission's Mission, Vision and major Targets in a sustainable manner.

##### **Major Responsibilities**

1. Annually updates, in conjunction with the Manager, Office Services, own Job Accountability and Performance Targets; ensuring alignment to the Department's Strategic Plan.
2. Develops, in conjunction with the Manager, Office Services, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Participates in the timely review and improvement of the Office Management Plan and recommend changes where necessary to achieve agreed objectives.
4. Dusts furniture and sanitize telephones each morning.
5. Cleans bathrooms and replenish bathroom supplies before they are finished.
6. Inspects all doors and windows on arrival and before departure to ensure that they are securely locked.
7. Checks all air conditioning units and lights before departure to ensure that they are turned off.
8. Cleans floors, windows, carpets and walls; take out trash, and maintain all entrances, exits and common areas in a presentable manner.
9. Removes furniture and other items within the office, as requested.
10. Assists with the delivery of items to the office.
11. Undertakes minor repairs to building, such as fixing leaky pipes, electric or electronic devices, appliances desks and chairs.
12. Maintains garden and lawn areas and carryout other landscaping activities.
13. Assists with set up and break down for events or meetings.
14. Undertakes basic corrective maintenance activities as requested.
15. Removes garbage to general collection area.

16. Exercises the highest level of Integrity and confidentiality.

17. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Manager, Office Services.

### **Minimum Required Qualifications and Experience**

- Secondary Education up to Grade 9 and NWA Government Driving Certification
- Two (2) years' experience in a similar position

### **Other Desirable Qualifications & Experience that would be an asset**

- NCTVET Certification in Building Maintenance or equivalent.

### **Desired Skills & Competencies**

- Shares the Commission's values, mission and vision.
- Good judgment and able to work on own initiative.
- Highly confidential, self-driven and motivated.
- Ability to set and meet deadlines.
- Good oral and written communication skills.
- Ability to inspire the confidence of others, command respect of others and respect the dignity of others.
- Good Interpersonal and social skills.
- Good integrity and character.

### **Working Conditions**

- Internal and External environment.
- Irregular hours from time to time.
- Exposure to dust and unfavorable environmental conditions.
- Required to lift heavy objects and spend most of the working hours on feet.

## **EMOLUMENTS PACKAGE**

**Basic Salary**                      **\$1,439,455.00 per annum**

## **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

### **Statutory Declarations of Assets**

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than  
**Friday, February 21, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

Or email: [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**

**Please be advised that the successful candidate will be subjected to background checks.**