



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

**ATTENDANT- LEVEL 1
(2 VACANT)**

This position reports to the Administrator.

Job Purpose

To respond to requests and ensure that general housekeeping is undertaken and that the delivery of mail and the provision of refreshment are carried out with dispatch.

Key Responsibilities:

- Standards of general cleaning and maintenance of appliances and utensils kept
- Avoidance of litter and encumbrances from utensils in pantries
- Ensure the general hygiene of offices by avoiding the hazards associated with unclean utensils etc.
- Advise and ensure hot and cold beverages are served as required by health and safety standards
- Refreshments are served on time in meetings/conferences and as required
- Timeliness and responsiveness in facilitating the distribution of mail between the registry, Divisions and Sections
- Provides logistical support in the delivery of mail to clients, ministries and other departments
- Ensure the timely, confidential and effective collection and distribution of incoming Fax transmissions at regular intervals
- Support the provision of assurance and confidence to staff in the execution of duties
- Provision of timely and effective alerts to supervisor in relation to the general hygiene, hazards and aesthetics of offices
- Ensure the safety, comfort and hazard free environment of the aftercares

Other Responsibilities

Performs other related duties that may be assigned from time to time by the Supervisor

Required Skills/ Competencies

The post-holder will be able to:

- Good interpersonal skills
- Good housekeeping skills
- Good interpersonal skills
- Knowledge of preparing and serving basic/simple refreshments

- Verified holder of a current food handler's permit
- Ability to read and interpret labels and instructions on products and equipment

Minimum Required Qualifications and Experience:

- Completion of Secondary School and have the ability to read and write
- Food handlers' permit

Remuneration Package: - Salary Range: \$ 969,653.00 - \$ 1,304,075.00 p.a.

A letter of application accompanied by a Résumé should be submitted no later than

Friday, August 8, 2025 to jobapplications@nla.gov.jm for the attention of:

The Director, Human Resource Management & Development

National Land Agency

8 Ardenne Road

Kingston 10

We appreciate all responses, but only shortlisted applicants will be contacted.