



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

**MAINTENANCE ASSISTANT- LEVEL 2
(VACANT)**

This position reports to the Administrator.

Job Purpose

To maintenance the Agency's building systems and to assist with the removal and placement of furniture and equipment.

Key Responsibilities:

- Carries inspection of property and reports findings using checklist provided daily
- Carries out minor maintenance and repairs activities to plumbing, carpentry, HVAC and lighting
- Assists with the movement of furniture and equipment
- Checks and labels furniture and equipment as requested
- Maintains dispensers with soap in bathrooms
- Distributes cleaning and bathroom supplies to cleaners
- Checks and reports on the fuel level of fuel in standby generator
- Participates in stocktaking exercise
- Assists with the distribution of stationery and office supplies to staff
- Collects and distributes daily newspapers to relevant personnel
- Check water coolers and replace bottles or report defects
- Assists with disaster preparedness and emergency operations

Other Responsibilities

- Work alongside contractor to assist and as part of the on the job training
- Read water meters daily, record readings and submit to Administrator
- Adjust pipes and doors and install small items
- Carryout troubleshooting techniques and report findings
- Monitors pumps and other systems as directed by Maintenance Supervisor/Administrator
- Performs other related duties assigned from time to time by the Administrator/Office Manager

Required Skills/ Competencies

The post-holder will be able to:

- Good interpersonal skills
- Sound knowledge of plumbing, electrical installation and carpentry

- Competence in the use of tools and machines used to effect minor repairs
- Sound knowledge of safety procedures and standards

Minimum Required Qualifications and Experience:

- Secondary School (Leaving) Certificate
- HEART Trust/NTA level 1 certification in plumbing/electrical installation/carpentry or equivalent qualification
- At least two years' experience in a similar position

Remuneration Package: - Salary Range: \$ 1,181,428.00 - \$ 1,588,889.00 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.