



CAREER OPPORTUNITY

The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

FACILITY SERVICES OFFICER

Salary range:
\$4,266,270 - \$5,737,659 per annum

Reports to: Office Manager, Office Management Department

Job Scope

Responsible for planning, coordinating, directing and supervising building and maintenance services for the Jamaica Information Service (JIS) offices islandwide by providing technical expertise and professional guidance. The incumbent also coordinates support staff in the deliver of facility services.

Core Functions

- Provides management reports on all aspects of the portfolio.
- Establishes a preventative, maintenance programme for all fleet vehicles and equipment to minimise downtime.
- Develops and implements asset cycle management for the Agency's equipment.
- Liaises with security firms, janitorial service provider, building contractors and the canteen concessionaire for the arrangement and provision of repairs and the maintenance of the Agency's facilities.
- Ensures that government buildings, equipment and property are secured.
- Ensures the implementation of adequate health and safety measures at the workplace.
- Maintains records for the purchase of fuel, equipment and supplies.
- Manages the distribution of the Agency's assets to various departments.
- Facilitates the preparation of contracts for repairs/refurbishing of infrastructure, motor vehicles and equipment.
- Provides technical advice on construction, repairs and maintenance across regional offices.
- Participates in the review of performance of contractors and makes recommendations.
- Prepares bills of quantities, estimates for repairs/spares and monthly reports, closers, link pieces and other presentational items.

Require Competencies

- Excellent customer relations skills
- Technical report writing and oral communication skills
- Strong supervisory skills and a team player
- Strong negotiating, analytical and problem-solving skills
- Highly developed technical skills and knowledge of building maintenance and construction
- Highly developed contract management skills

Qualifications and Experience

- Bachelor's Degree in Construction Management or a related discipline (eg. Facilities Management, Civil Engineering, or Building Services) from a recognised tertiary institution.
- A minimum of two (2) to three (3) years in Management or equivalent experience.

Special Conditions Associated with the Job

- Works under pressure in a busy office environment with frequent interruptions, changing priorities and short deadlines.
- May be required to work for extended hours to finalize preparatory work for conferences, exhibitions, and other events.
- May be required to undertake island wide travel in the conduct of duties
- May be required to work on weekends and Public Holidays

Applications along with résumés should be forwarded no later than **January 2, 2026** to:

The Director
Human Resource Management and Development
Jamaica Information Service
58a Half-Way Tree Road
Kingston 10

Email address: hrmanagers@jis.gov.jm

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.