

JOB DESCRIPTION

Job Title:	Artisan/Handyman
Post Number:	
Job Level:	TS2
Department:	The Accountant General's Department – A Department of the Ministry of Finance and the Public Service
Reports to:	Manager, Office Services
Direct Reports:	NA

1. STRATEGIC OBJECTIVES

The Corporate Services Division is responsible for providing essential services to the other divisions to support the successful execution of the core Treasury functions of the Department. This Division has responsibility for human resource policies and procedures, and advice to guide management and staff; to facilitate organizational development including the review and re-design of business processes; for capacity building including the hiring of staff and the facilitation of staff training and development for best fit, competence and high performance; to ensure effective employee and industrial relations; to ensure a comfortable work place and facilities, and occupational health and safety; to facilitate the establishment of an accountability framework for the Department to include organizational risk analysis, strategic planning, and performance management; to provide customers and stakeholders with high quality information and service; and manage the finances of the Department, including management of procurement.

This division operates on the authority of the Financial Administration and Audit Act, the Public Service Regulations 1961, the Public Sector Staff Orders 2004, the Official Secrets Act, the Access to Information Act, the Corruption Prevention Act, and various other enactments.

2. JOB PURPOSE

Under the direct supervision of the Manger, Office Service, the Artisan/Handyman is responsible for performing minor electrical, plumbing, carpentry, and general

maintenance tasks to ensure the upkeep and functionality of the Accountant General's Department facilities.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

The Artisan/Handyman supports the Government's strategic objective of maintaining efficient, safe, and functional public service infrastructure. By ensuring timely and effective maintenance of the Accountant General's Department's facilities, the role contributes to a productive work environment that enables the Department to fulfill its mandate of managing the nation's treasury. This position aligns with public sector goals of operational excellence, cost efficiency, and service reliability, and plays a key role in upholding standards of workplace safety, energy conservation, and asset preservation.

3. KEY OUTPUTS

- Timely and effective completion of minor repairs and maintenance tasks.
- Functional lighting, plumbing, and electrical systems maintained across the Department.
- Accurate reporting of maintenance needs and repair activities.
- Support provided for validation of small-scale renovation works.
- Service contracts for elevators, generators, and air conditioning units monitored and executed.
- Emergency maintenance requests responded to promptly.
- External repair works overseen and verified for compliance.
- Energy conservation initiatives supported and implemented.
- Safe, clean, and operational workspaces maintained for staff and visitors.
- Support energy conservation initiatives within the Department.

KEY RESPONSIBILITIES

Technical

- Conduct routine inspections of the Department's facilities to identify and report maintenance needs.
- Perform minor repairs and maintenance on lighting fixtures, electrical outlets, plumbing systems, and carpentry elements.
- Replace door locks, closures, and other hardware as required.
- Monitor and verify the servicing of air conditioning units, elevators, and generators.

- Respond promptly to emergency maintenance requests and ensure timely resolution.
- Assist in validating small-scale renovation and maintenance works for compliance with standards.
- Oversee and inspect work performed by external contractors to ensure quality and adherence to specifications.
- Maintain records of maintenance activities and report findings to the Manager, Office Services
- Ensure compliance with occupational health and safety standards during maintenance activities.

Any Other Duties

Any other related duty that may be assigned from time to time.

4. KEY PERFORMANCE INDICATORS

The job is successfully performed when:

- Quality advice provided to the Accountant General, Executive, staff and stakeholders in a timely manner within established timelines;
- Plans and Budget(s) prepared annually within stipulated timelines;
- Reports meet quality standards and produced within agreed time-frame;
- Compliance with Accounting and Audit standards including cash basis IPSAS;
- The extent to which staff members indicate that the work environment is comfortable and conducive;
- Disaster Preparedness Policies and Procedures documented and implemented;
- Timely processing of invoices/bills for payment.

JOB SPECIFICATION

5. REQUIREMENTS FOR THIS JOB:

a. Minimum Qualification and Training

Certificate in Electrical, Plumbing, or General Maintenance from HEART Trust/NTA

b. Essential Experience and Knowledge

- At least one (1) year of experience in a related field performing maintenance duties.
- Working knowledge of basic electrical, plumbing, and carpentry systems.
- Familiarity with government building maintenance standards and procedures.

- Experience in conducting routine inspections and minor repairs.
- Ability to interpret and follow maintenance schedules and service contracts

c. Competencies

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations.
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives.
- **Collaboration and Team Work:** Ability to work collaboratively with internal teams and external contractors.
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility.
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and strategic objectives of the Department are met in a consistent, effective and efficient manner.
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one- on- ones face- to- face, with good oral and written communication skills for reporting and coordination

6. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

Exposure to dust, heat, and working at heights.

May be required to respond to emergency maintenance issues outside of regular working hours.

Physical Demands - Pressured working conditions with numerous critical deadlines.

Work Environment - Normal office conditions