

**JOB TITLE:** HANDYMAN

**JOB ID:** 10573

**Old JOB Number:** 0

**REPORTS TO:** PRINCIPAL ASSISTANT SECRETARY (ADMINISTRATION)

**Date revised:** 2011-10-22

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To assist in the proper storage and retrieval of accounting records and an enhanced general appearance of the compound and maintenance of the flower gardens.

**KEY OUTPUTS:**

- Clean and tidy compound of the ministry.
- Properly stored accounting vouchers and other records.
- Nurtured flowers and potted plants.

**RANGE OF ACTIVITIES:**

- Maintenance of good sanitary conditions and facilities in compound and environs.
- Tendering and nurturing of potted plants for use in office.
- Assist in storage and retrieval of accounting vouchers and records.
- Perform regular duties of porter attendant from time to time.
- Maintain a small garden and cut grass in the compound.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A complete primary school education and must be physically fit.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- The incumbent does not have to make complex decisions.

**RESOURCE MANAGEMENT:**

- The incumbent is not a budget holder but is responsible for tools to the value of G\$100,000.

**COMMUNICATIONS:** Communicates with his supervisors and other members of staff in getting work done.

**WORKING CONDITIONS:** The incumbent is not required to work under hazardous conditions.

**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER