

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** HANDYMAN

**JOB CODE:** T0573

**DATE REVISED:** 2011-10-22

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

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

**RECEIVES FUNCTIONAL DIRECTIONS FROM:**

**SUPERVISION GIVEN TO:**

**DIRECTLY:**

**INDIRECTLY:**

**LIAISES WITH:**

**INTERNALLY:**

**EXTERNALLY:**

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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.

### DUTIES AND RESPONSIBILITIES:

- 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.