



CAREER OPPORTUNITY

Applications are invited from suitably qualified candidates to fill the following post in the Major Organised Crime & Anti-Corruption Agency (MOCA):

OFFICE ATTENDANT (LEVEL 1)

KEY DUTIES INCLUDE (but not limited to)

- Providing sanitary, orderly and safe working areas;
- Providing hospitality services to staff;
- Performing minor administrative tasks/office services duties;
- Securing and managing office supplies and inventory.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Completed secondary level education.
- Two (2) years of related work experience.
- Formal Customer Service certification would be an asset.
- Valid Food Handlers permit.

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES

- Proven experience as a custodian, janitor or in a similar role;
- Knowledge of the use and maintenance of industrial cleaning equipment and appliances;
- Knowledge of standard cleaning methods and procedures;
- Ability to stand, walk, and bend for many hours;
- Ability to perform repetitive motion for long periods of time;
- Ability to work a flexible work schedule.



SPECIAL CONDITIONS

- Depending on the nature of the case, the incumbent may be placed in a hazardous situation.
- Required to work beyond normal working hours, weekends and public holidays whenever the need arises.
- Occasional exposure to dust.
- Physical effort is required. E.g., frequent walking and standing.

CONSIDERATIONS

At MOCA, the paramount consideration in the recruitment and employment of staff is the necessity to secure the highest standards of integrity, competence and efficiency. All employment decisions are made on the basis of qualifications and organisational needs. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications. All candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application, mandatory vetting and integrity screening.

Application letters accompanied by résumés should be submitted **NO LATER THAN TUESDAY, 16TH SEPTEMBER 2025** via email to recruiting@moca.gov.jm stating the position being applied for in the subject line. Letters should be addressed to:

Director, Human Resources & Office Services
Major Organised Crime & Anti-Corruption Agency
2nd Floor NCB (North) Tower,
2a Oxford Road,
Kingston 5

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