



## **INTERNAL VACANCY ANNOUNCEMENT**

Suitably qualified persons are invited to apply for the position of **HANDYMAN** within the Finance and Administration Directorate.

### **ROLE**

To provide support to the administrative, housekeeping and maintenance staff of the Authority in the completion of their functions by moving, lifting, and carrying furniture, supplies, and packages, collecting and delivering mail, documents, files and other items as requested, servicing, cleaning and washing the compound and vehicles. This role also includes responsibilities such as gardening, as well as basic plumbing and carpentry tasks.

### **REQUIRED QUALIFICATIONS**

- Must complete secondary school

### **SPECIALISED TECHNIQUES/SKILLS**

- Ability to listen carefully, to take instructions and carry out those instructions accurately.
- Ability to communicate effectively, both orally and in writing.
- Ability to work well with others.

### **SPECIFIC KNOWLEDGE REQUIRED**

- Familiar with basic and industrial cleaning agents, materials and equipment.
- Familiar with lubricants and fluids and their use in vehicles.
- Familiar with changing light bulbs etc.

### **WORKING CONDITIONS**

- Normal working environment.
- Required to lift and move items weighing up to approximately 50 pounds, including office equipment, furniture, and stationery.

### **WORKING HOURS**

- Monday to Thursday                      8:00 a.m. – 4:30 p.m.
- Friday    8:00 a.m. – 3:30 p.m.

*(May be required to work outside of these days/hours when necessary to meet deadlines or when urgent and unexpected issues so demand).*

Application deadline is **Wednesday, March 25, 2026.**

Please send Applications and CV to the Human Resources Manager via email [hrm@gcaa-gy.org](mailto:hrm@gcaa-gy.org); [vacancy@gcaa-gy.org](mailto:vacancy@gcaa-gy.org)

The code **HANDYMAN** must appear in the subject line of the email.

**NB: Only shortlisted applicants will be notified.**