



INTERNAL VACANCY ANNOUNCEMENT

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

ROLE

To ensure that the offices, corridors, kitchenettes, rest rooms, boardroom, lobby and all the other various areas inside the premises occupied by the officers and staff of the Authority, as well as the areas open to the public, are maintained at the highest possible level of cleanliness and tidiness, and are kept as odor-free, and as sanitary as possible. In addition, to provide administrative support services such as serving coffee, tea, and snacks as directed, clearing tables and washing up dishes and utensils after events. This role also includes periodically covering the receptionist desk, collecting and dispatching mail, and operating the telephone system, including receiving, placing, and transferring calls.

REQUIRED QUALIFICATIONS

- Sound Secondary Education/ CXC Passes

SPECIFIC KNOWLEDGE REQUIRED

- Familiarity with basic household cleaning agents, materials and equipment.

SPECIALIZED TECHNIQUES/SKILLS

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

WORKING CONDITIONS

- Normal working environment.

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; vacancy@gcaa-gy.org

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

NB: Only shortlisted applicants will be notified.