

BANK OF GUYANA

JOB SPECIFICATION

SENIOR REFRIGERATION TECHNICIAN

Minimum Qualification Requirements:

- Certificate in Refrigeration and Air-conditioning and five (5) years experience OR,
- Technician Part II and two (2) years experience OR
- Technician Part I and three (3) years experience OR,
- Certificate in Electrical Installation and five (5) years experience OR,
- Certificate in Mechanical Craft and five (5) years experience.

Position: Maintenance Assistant/Refrigeration Technician
Department: Maintenance & Security
Division: Maintenance
Responsibilities: Under the direction of a Senior Officer of the
Maintenance Division

1. To assist in carrying out daily checks on all air-conditioning units in the Bank.
2. To assist in carrying out repairs to air-conditioning units including checking and adjusting pressure levels and recharging system.
3. To assist in the maintenance and servicing of electrical and all other equipment in the institution.
4. To assist in the maintenance and the upkeep of the general appearance of the Bank's building and to ensure and maintain a safe and healthy working environment for the Bank's staff.
5. To assist in and provide back-up support to other departments for any special exercise or activities concerning the Bank's operations.
6. Any other duties as may be assigned from time to time by a Senior Officer.

BANK OF GUYANA

JOB SPECIFICATION

SENIOR STORES ASSISTANT

Minimum Qualification Requirements:

- Five (5) subjects at one (1) sitting or six (6) subjects at two (2) sittings at GCE/CXC Examinations which should include English Language, Mathematics and Accounts with Grades A, B, and C or I, II, and III respectively with a working knowledge of store keeping.

- Must be computer literate.

BANK OF GUYANA

Position: Senior Stores Assistant

Department: Maintenance & Security

Division: Maintenance

1. Responsible for the safe custody and good maintenance of all stores in his or her charge.
2. Ensure that no unauthorized person accesses the Bank's stores.
3. Ensure the stores are kept clean, well ventilated, waterproof and secure.
4. Arrange the stores in an accessible manner.
5. Ensure serviceable stores are kept separate from unserviceable stores.
6. Ensure that the inflammable stores are kept in a place separate from other stores.
7. Issue approved requisition from various Departments.
8. Keep record of stores.
9. Obtain quotations for new stores.
10. Responsible for the day-to-day management of the operation of stores.
11. Any other duties that may be assigned from time to time by the Director.