

NATIONAL INSURANCE SCHEME
NON MANAGEMENT JOB DESCRIPTION

JOB TITLE:	Handyman	AGREED TO BY: -----
REPORTS TO:	Personnel Services Assistant Supervisor	APPROVED BY: -----
DIVISION:	All	DATE EFFECTIVE:
DEPARTMENT:	All	March 1990
SECTION:	All	

DESCRIPTION

POSITION SUMMARY

Executes tasks of a simple and routine nature requiring mainly physical efforts to perform duties of lifting, carrying, stacking etc. to various locations and attends to plants and the general surroundings at the various NIS locations.

MAJOR DUTIES:

Sweeps the office compounds and cleans drains on a regular basis using spade, shovel or any other appropriate tool associated with the general upkeep of the compound.

Delivers stocks and other items to various Sections as requested.

Collects and disposes of documents or other discarded materials by burning, burying or any other appropriate means.

Moves office equipment, furnishings and other items to various positions/locations as directed and ensures that office furniture and fittings are properly arranged.

Cleans walls, ceilings, windows etc. as well as office equipment and fixtures by dusting, polishing and washing.

Controls vegetation in and around the Local Office Compound by weeding or mowing grass and trimming trees.

Ensures that plants in the office and compound are properly cared for by watering, moulding and pruning.