

NATIONAL SPORTS COUNCIL

VACANCY

Applications are invited from suitably qualified and experienced persons for temporary appointment to the **post of Supervisor**, National Sports Council.

Duties:

1. To supervise the marking and the preparation of playing fields and hardcourts under the control of the Council;
2. To report any maintenance needed to the Council's properties;
3. To ensure that pavilions, hardcourts and playing fields are properly maintained, and kept in a clean and tidy manner;
4. To supervise the employees assigned to the squad and various pavilions;
5. To prepare and submit reports on the conditions of the facilities;
6. To prepare weekly reports on the work carried out and any other duties that were assigned;
7. To report faulty equipment (lawn mowers, weed eaters etc.) in a timely manner;
8. To report immediately any accidents or injuries sustained by employees; and
9. To perform any other related duties as assigned by Management.

Qualifications & Experience:

1. The Caribbean Secondary School Level Competence certificate; and
2. A certificate in Supervisory Management, Human Resource Management or Management; and
3. Not less than three years' relevant experience.

Applications with curriculum vitae and two (2) recent testimonials should be submitted to the Chairman, National Sports Council, Garfield Sobers Sports Complex, Wilkey, St. Michael to reach him no later than 4:00 p.m. on Friday September 17, 2021.