



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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27th July, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Records Officer 2 (PIDG/RIM 3)** in the **Ministry of Foreign Affairs and Foreign Trade**, salary range \$897,182 – \$1,066,467 per annum and any allowance(s) attached to the post.

Job Purpose

To assist in organizing and co-ordinating the operations of the Main Registry so as to ensure the timely and efficient processing, filing and retrieval of official correspondence, documents and information. To ensure the safe custody of Government Records.

Key Responsibilities

- Is directly responsible for organizing and co-ordinating all aspects of the daily operations of the Main Registry;
- Assists in the training and orientation of new members of staff. Ensures that records management functions are carried out by staff in accordance with established departmental procedures and security instructions;
- Maintains Rosters for leave, lunch and the routing of all mail;
- Deals with queries and complaints regarding the operations of the Main Registry;
- Supervises the Registry staff in the execution of special projects viz Records Inventory;
- Researches files as instructed by the Head of the Unit to extract information requested by other agencies and the general public under the Access To Information Act;
- Reviews files cleared from the mail boxes;
- Reads, date stamps, classifies and sorts all incoming mail for distribution to the Records Officers for the Confidential and Open Sections;
- Records the receipt and dispatch of all Registered Mail in the presence of a witness, in accordance with the Financial Regulations;
- Records valuables received in the Value Book;
- Monitors the work of staff responsible for dispatching correspondence to ensure that outgoing mail is processed in accordance with departmental procedures and security instructions;
- Maintains a Master Classification Card Index System and an Alphabetical Index of all subject and numerical file indices;
- Provides information and guidance to staff in the use of the Classification System;
- Reviews the classification of files in consultation with the Head of the Unit to determine whether files should be up-graded or down-graded;
- Assists in the reviews of the Classification System periodically to ensure its adequacy to accommodate new and emerging subject files;
- Creates new file series, as necessary, and determines appropriate subject titles;
- Evaluates and supervises the closing of files;
- Assists in assessing the physical state of the Ministry's records periodically. Assists in the development and implementation of records preservation standards and procedures.
- Ensures the implementation of approved measures for the proper security and safe custody of the Ministry's official records;
- Supervises staff assigned to the Main Registry by assigning tasks and monitoring individual performance output levels in relation to agreed work targets;
- Maintains constant dialogue with staff on welfare issues. Promotes staff development.

Required Knowledge, Skills and Competencies

- Organizational awareness - general knowledge of the Ministry's role and function
- Knowledge of modern office practices and procedures
- Sound knowledge of records management policies and procedures including records preservation methods and classification techniques
- Knowledge of records security procedures

- Good supervisory management skills
- Good organizing skills
- Good oral and written communication skills
- Strong customer service orientation
- Problem solving skills
- Ability to work on own initiative
- General knowledge of the Staff Orders. Familiarity with the provisions of the Financial Administration and Audit Act.
- Knowledge of computer applications would be an asset.

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

Applications accompanied by résumés should be submitted **no later than Friday, 7th August, 2020 to:**

**Senior Director
Human Resource Management and Development
Ministry of Foreign Affairs and Foreign Trade
21 Dominica Drive
Kingston 5**
E-mail: hrmassistant@mfaft.gov.jm

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**