



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 170
OSC Ref. C.6222⁸

21st 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 be assigned to/fill the following posts in the **Post and Telecommunications Department**:

1. **Records Officer 2 (PIDG/RIM 3) (Not Vacant)**, salary range \$897,182 –\$1,066,467 per annum and any allowance(s) attached to the post.
2. **Records Officer 2 (PIDG/RIM 3) (Not Vacant)**, salary range \$897,182 –\$1,066,467 per annum and any allowance(s) attached to the post.
3. **Records Clerk (PIDG/RIM 1)(Three (3) positions, 1 vacant and 2 not vacant)**, salary range \$630,388-\$749,334 per annum and any allowance(s) attached to the post.

1. Records Officer 2 (PIDG/RIM 3)

Job Purpose

The Records Officer 2 manages the Human Resource Management Information Systems, and personnel records facilitating their accurate capture and integrity.

Key Responsibilities

- Collaborates with Information Technology Manager to maximise the utilization of Human Resource systems to automate standard processes by:
 - Identifying opportunities for improving Human Resource processes through information systems changes
 - Developing Human Resource systems to support the production of various reports.
 - Coordinating the upgrade and maintenance of Human Resource Systems and resolving technical difficulties
 - Monitoring Human Resource Information System and other interfaces to ensure they function appropriately.
- Ensures the proper maintenance and security of records;
- Ensures that File Tracking Systems are developed and maintained;
- Ensures that Information Management Databases are developed and maintained;
- Conducts research and generates reports as requested from relevant stakeholders;
- Conducts research and prepares yearly Post Audit and other reports;
- Updates eCensus as required;
- Ensures the maintenance of the following lists/schedules:-
 - Staff Lists
 - Personal Data for each member of staff
 - Other databases and schedules
- Classifies all incoming documents in keeping with established Classification Standards for Indexing System;
- Reviews and implements requests for creation of new files;
- Ensures creation and maintenance of File Index and Classification System;
- Conducts record inventory to set retention and disposition schedules;
- Maintains Back-up File System for Computer Database;
- Ensures the creation and maintenance of Period of Service Records;
- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends or initiates corrective actions where necessary;

- Participates in the recruitment of staff for the Department and recommends staffing arrangements in keeping with established Human Resource Procedures and Policies;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring;
- Takes steps to address the welfare and development needs of staff in the Section;
- Makes provisions for direct reports to have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Ensures that direct reports are sensitized on the policies, procedures and regulations of the Public Service/Department;
- Recommends disciplinary action, leave and staffing arrangements for direct reports.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to lead team in the pursuit of goals
- Initiative
- Compliance
- Integrity
- Good problem solving and decision making skills
- Confidentiality
- Excellent knowledge of Government of Jamaica Records and Information Management Policy and Procedures Manual;
- Knowledge of the Staff Orders for the Public Service and The Public Service Regulations;
- Ability to develop a Human Resource Information Management System/database;
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1-3 /GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language; plus
- Training/Certificate in Records and Information Management Systems;
- Certificate in Supervisory Management (one (1) year course); and
- Five (5) years' experience working in Records and Information Management in Human Resource Management in an organisation of similar size and complexity.

2. Records Officer 2 (PIDG/RIM 3) (Not Vacant)

Job Purpose

The Records Officer is responsible for providing support for the recruitment and selection of staff and other staffing arrangements within the Department.

Key Responsibilities

- Provides general advice to staff on the recruitment and selection process and participates on interview panels as required;
- Requests probationary reports for staff from Regional and Divisional Heads;
- Arranges for staff to do medical examination for confirmation in permanent appointment;
- Prepares submissions for employment, acting assignment, reassignment, secondment, appointment, confirmation in appointment and acceptance of resignation to the Human Resource Executive Committee (HREC) Meetings;
- Participates in the recruitment process by:-
 - Assisting with collating of case studies or activities for assessment centres by ensuring that studies are appropriate for the various assessment centres
 - Coordinating activities for assessment centres and ensuring that schedule of activities are prepared and participants are properly notified and provided with the necessary information
 - Coordinating logistic arrangements (meeting room, refreshments and presentation of score sheets to panellists) for interviews and assessment centres
 - Contacting and reminding candidates and panellists of date of assessment centre and interviews
 - Assisting with tallying results from interviews and assessment centres. Preparing reports and submitting to supervisor for further action

- Preparing and sending letters to all shortlisted applicants and "Offer Letters" to successful candidates
- Creating and maintaining recruitment files for each post
- Participating in shortlisting candidates
- Prepares letters for response to job applications and referrals received from the Office of the Services Commissions;
- Assists with the maintenance of the Staff List (s).

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good team building and interpersonal skills
- Initiative
- Compliance
- Integrity
- Good problem solving and decision making skills
- Confidentiality
- Knowledge of the Staff Orders for the Public Service and The Public Service Regulations;
- Knowledge of the relevant policy and procedures regarding Human Resource Management

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1-3 /GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language; plus
- Training/Certificate in Records and Information Management Systems;
- Five (5) years' working experience in a Human Resource Management and Development position in an organisation of similar size and complexity

3. Records Clerk (PIDG/RIM 1) (Not Vacant)

Job Purpose

The Records Clerk is responsible for the maintenance of the Human Resource Management and Development Records and Information for an efficient and effective Records and Information Management System.

Key Responsibilities

- Prepares and maintains Period of Service Records;
- Sorts and routes requested files to officers;
- Sorts and classifies correspondence;
- Creates files within existing Classification System;
- Maintains confidentiality of records;
- Manages movement of files in and out of the Registry;
- Maintains an accurate record of Bring Up requests and issues files/records as required;
- Creates and maintains Personnel Records and Computer Databases;
- Conducts research in order to provide requested information;
- Makes photocopies of records for reference and other purposes;
- Assists in identifying, separating and documenting record schedule for distribution;
- Assists with the clearing of inactive files from the Registry;
- Collates Statistical Data and assists with the preparation of reports;
- Conducts Records Inventory.
- Participates in the Records retention and disposition.
- Assists with maintaining eCensus Database.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good team building and interpersonal skills
- Good problem solving and decision making skills
- Knowledge of established records management system and procedures

- Understands the importance of information privacy and security

Minimum Required Qualification and Experience

- Four (4) CSEC subjects at the general level with grades 1-3 /GCE O' Level subjects grades A-C including Mathematics/numeric subject and English Language.

Applications accompanied by résumés should be submitted **no later than Monday, 3rd August, 2020 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: hrunit@jamaicapost.gov.jm

Further details of the positions may be obtained from the Human Resource Management and Development Section.

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**