



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 258

OSC Ref. C.4858³⁶

20th October, 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 Clerk (PIDG/RIM 1)** in the **Documentation, Information and Access Services Unit, Ministry of Industry, Investment and Commerce**, salary range \$630,388 - \$749,334 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Records Manager (PIDG/RIM 5), the Records Clerk (PIDG/RIM 1) provides operational support within the Registry.

Key Responsibilities

Management/Administrative

- Creates new files;
- Encloses relevant correspondences/documents on appropriate file;
- Retrieves and issues requested files;
- Restocks files on shelves;
- Maintains accurate Charge-out System and follows up on files charged out to officers; Charges-out all returned files;
- Assists with the Ministry's Special/Annual Inventory of Records;
- Performs other duties as assigned.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus skills
- Good teamwork and co-operation

Technical

- Knowledge of Records Management
- Knowledge of Office Procedures
- Knowledge of the operations of Government
- Knowledge of relevant legislation (e.g. ATI, Archives & copyright Acts).
- Knowledge of Computer Applications e.g. Micro Soft Office Suite and other relevant software.

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd November, 2020 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6**

Email: hrm@micaf.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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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