



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 201

OSC Ref. C. 4858³⁹

21st June, 2021

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 **Facilities and Property Management Division, Ministry of Agriculture and Fisheries**, salary range \$897,182 – \$1,066,467 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direct supervision of the Transport Manager (GMG/SEG 1), the Records Officer 2 (PIDG/RIM 3) provides administrative support in the licensing of motor vehicles and the preparation of payment vouchers. This incumbent is also responsible for the maintenance of the Petty Cash Imprest.

Key Responsibilities

- Prepares payment vouchers for contracted work undertaken on motor vehicles;
- Prepares motor vehicle documents and confirms that the vehicles are licensed and fit for the road;
- Maintains the Petty Cash Imprest for the Unit;
- Receives and distributes motor vehicle service parts for maintenance of motor vehicle;
- Receives and distributes Log Books;
- Updates and maintains motor vehicle files;
- Stores supporting motor vehicle documents;
- Assist with the dispatching and booking of fleet vehicles;
- Assists with the preparation of Accident Reports;
- Follows up with Accounts to verify payment for contracted work;
- Performs any other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Sound planning and organizing skills
- Teamwork and co-operation
- Problem solving and decision making skills
- Methodical

Technical:

- Good knowledge of the operations of Government and Knowledge of the Ministry's policies and procedures
- Sound knowledge of Records Management
- Knowledge of Basic Accounting

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.

Special Conditions Associated with the Job

- The Officer is expected to procure Motor Vehicle License and Certificate of Fitness at the Tax Administration Jamaica;
- The officer is expected to Transfer New Titles.

Applications accompanied by résumés should be submitted **no later than Friday, 2nd July, 2021 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture and Fisheries
Hope Gardens
Kingston 6**
E-mail: hrm@moa.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**