



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 215** **OSC Ref. 6272<sup>15</sup>**

1<sup>st</sup> July, 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 be assigned to the post of **Records Officer 1 (PIDG/RIM 2) - (Not Vacant)** in the **Documentation, Information and Access Services Unit, Administration and Special Services Division, Office of the Prime Minister**, salary range \$748,959–\$890,277 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the supervision of the Registrar, the Records Officer 1 is responsible for providing support in the execution of Mail and Records Management functions of the Registry and conducting research to support the provision of information under the Access to Information Act.

#### **Key Responsibilities**

- Processes incoming requests, conducts research and provides information in relation to activities performed;
- Provides support with the maintenance of Bring Up requests to ensure files are delivered;
- Provides support with the maintenance of the Charge Out System and follows-up on outstanding loans;
- Inspects files to ensure they are up-to-date and established procedures are adhered to in processing the records;
- Monitors the decentralized File Stations to ensure their compliance with established procedures and approved Records Management practices;
- Creates new files;
- Undertakes Data Entry and scanning of records;
- Conducts ongoing inventory of files;
- Implements Retention/Disposal schedule provisions to record and assists with the processing of files for transfer to the Jamaica Archives and Records Department;
- Participates in the annual Records Survey exercise and the setting of Retention/Disposal schedules;
- Updates the Records Database;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Prepares correspondence for cross referencing where necessary;
- Monitors daily clearance of the internal and external mailboxes and the processing of mail;
- Processes incoming and outgoing mails in accordance with established procedures;
- Processes special and/or complex mail including registered and classified mail and mail sent by courier and Jamaican Diplomatic Bag;
- Provides information on the procedures for accessing information and assists customers in completing application forms;
- Prepares reports as directed/required;
- Processes incoming mail containing valuable items.

#### **Required Knowledge, Skills and Competencies**

- Good interpersonal skills;
- Good oral and written communication skills;
- Good decision making and problem-solving skills;
- Good planning and organizing skills;
- Good customer service skills;
- Integrity and confidentiality;
- Knowledge of office practices and procedures;
- Knowledge of Records & Information Management policies, practices and procedures;

- Working knowledge of the Archives Act, Access to Information Act, ISO 15489, FAA Act and other regulations;
- Proficient in the use of Microsoft Office Suite (Word, Excel etc.).

**Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

**Special Condition Associated with the Job**

- Lifting of heavy file boxes from shelves to locate files.
- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Wednesday, 14<sup>th</sup> July, 2021 to:**

**Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10**

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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**