CIRCULAR No. 292   **1st September, 2021**
OSC Ref. C. 485840

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/Data Input Officer (PIDG/RIM 2)** in the **Plant Quarantine/Produce Inspection Branch, Ministry of Agriculture and Fisheries**, salary range $748,959 – $890,277 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Pest Risk Analysis Manager (SOG/ST 7), the Records/Data Input Officer (PIDG/RIM 2) is responsible for managing the Records Management functions of the Branch and organizing electronic copies of Pest Risk Assessments.

Key Responsibilities

- Sorts and records outgoing and incoming mails and determines cost of postage and delivery method;
- Sorts, classifies, indexes and files correspondence, completed Pest Risk Assessments and other related Pest Risk Assessments matters on appropriate file;
- Creates new files;
- Compiles list of all Pest Risk Assessments;
- Inspects files to ensure they are up-to-date;
- Processes incoming requests, conducts research and provides information;
- Records requests for Bring-Ups (BU's) in the appropriate Register, charges files out and sends to relevant officer;
- Records Pest Risk Analysis files;
- Assists with the Annual Ministry wide inventory of records;
- Assists in making photocopies of documents;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Binds documents;
- Organizes electronic copies of completed Pest Risk Assessments;
- Updates and maintains the Electronic File Tracking System;
- Updates status of completed and pending Pest Risk Analysis on spreadsheet;
- Disseminates information to the public;
- Performs front desk Customer Service functions for MOAF E-trade System;
- Assists new customers in the registration process and guide them on the use of the E-Trade System;
- Prepares amendment of Import Permit;
- Assists with the acquisition and submission of quotes and makes reservations for meetings, workshops and seminars;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Good customer and quality focus
- Good problem solving and conflict management skills
- Strong teamwork and co-operation skills

Technical:

- Strong knowledge of Office Procedures
- Strong knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures

- Strong knowledge of Records Management
- Proficiency in the use of relevant computer applications

<u>Minimum Required Qualification and Experience</u>

- 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.

<u>Special Conditions Associated with the Job</u>

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **<u>no later than Tuesday, 14th September, 2021 to:</u>**

> **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.

<u>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.</u>

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