



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 332 **OSC Ref. C. 5166**

6th October, 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 **Registrar (PIDG/RIM 4)** in the **Registry (Main), Office of the Services Commissions**, salary range \$1,205,881 – \$1,433,414 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, ICT & Records Manager ensure the effective operation of the Registry by managing, co-ordinating and directing the work and staff in a professional and efficient manner.

Key Responsibilities

Management/Administration:

- Updates and maintains Personnel Files for all Government Employees;
- Updates and maintains general files for all Ministries and Departments;
- Classifies all correspondence received from the various Ministries and Departments;
- Distributes correspondence received from the various Ministries and Departments to the appropriate Units;
- Ensures that all files are “Brought Up” (BU) and “Put Away” (PA) as requested on a daily basis;
- Assists in locating files;
- Creates Files;
- Ensures that the Registry has adequate office supplies;
- Rotates the staff within the Registry to ensure that each officer is cognizant of all aspect of Registry duties.

Human Resource Management:

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendations for required training and development programmes;
- Approves Sick and Departmental Leave of direct reports;
- Ensures that staff is aware of, and adheres to Organisational policies and regulations;
- Provides leadership to staff through objective setting and guidance;
- Recommends acting appointment and promotion of direct reports;
- Recommend disciplinary action where necessary in respect of direct reports;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal skills
- Good oral and written communication
- Integrity/Ethics
- Confidentiality
- Customer and Quality Focus
- Teamwork and Co-operation
- Initiative
- Leadership skills
- Compliance

Functional:

- Excellent Records & Information Management Skills
- Good investigative skills
- Problem solving skills
- Proficiency in the use of relevant computer applications;
- Technical Skills

Minimum Required Qualification and Experience

- Graduation from a recognized institution with a certificate/diploma in Records Management and two (2) years relevant experience;
- Training in Library Science and/or archival procedures from a recognized institution and three (3) years' experience in the field or a similar environment;

OR

- Certificate in Supervisory Management;
- Training in Records and Information Management Systems;
- Five (5) years related working experience;

OR

- Training in Records and Information Management systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Seven (7) years' experience in a similar environment;

OR

- Any other combination of training and experience that would yield the necessary skills needed at this level.

Special Conditions Associated with the Job

- Dusty environment

Applications accompanied by résumés should be submitted **no later than Wednesday, 13th October, 2021 to:**

**Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4**

Email: hrm@osc.gov.jm

Please note that only shortlisted applicants will be contacted. Persons who have already applied need not to re-apply.

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**