



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
WEBSITE: www.osc.gov.jm

CIRCULAR No. 117
OSC Ref. C.6634/S8³

24th March, 2022

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 following **vacant** posts in the **Registrar General's Department (RGD)**:

1. **Regional Manager (Grade 3) – South Eastern Regional Office**, salary range \$2,584,206.39 – \$3,230.69 per annum and any allowance(s) attached to the post.
2. **Legal Support Officer (Grade 5) - Legal Unit/Head Office**, salary range \$1,235,567.25 - \$1,465,642.58 per annum and any allowance(s) attached to the post.

1. Regional Manager (Grade 3)

Job Purpose

Reporting to the Director, Operations/Deputy CEO, the incumbent has the responsibilities to supervise Regional operations ensuring that policies, procedures and regulations governing the registration of vital events are effectively and efficiently implemented.

Key Responsibilities

- Directs, monitors and evaluates the performance of Department staff to meet agreed performance targets and standards;
- Contributes to the development of the Corporate Plan and Budget to ensure the Department targets and objectives are reflected;
- Approves expenditure within stipulated limits;
- Ensures that the Agency's policies and procedures are adhered to;
- Undertakes personnel related duties including selection, training, discipline and approval of leave for Department staff in accordance with the Agency's policies and procedures;
- Develops and reviews Department policies, procedures and systems to meet the Agency goals, objectives and targets;
- Liaises with external community leaders to inform the public of the role of the Agency;
- Ensures that the Regional Office is adequately staffed and have the necessary office supplies and equipment to carry out their task efficiently and effectively;
- Makes periodic visits to Registration Centres to undertake on the spot assessment of operations;
- Represents the Director, Operations/Deputy CEO at Registration Centres when required;
- Performs other related duties as assigned from time to time by the Director, Operations/Deputy CEO.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the laws, regulations, policies and procedures of the operations of the Department
- Good Knowledge of relevant computer applications
- Working knowledge of Accounting practices
- Good records management skills
- Good training facilitation skills
- Detail conscious
- Good interpersonal skills
- Good oral and written communication skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies or equivalent qualification/training;

- Three (3) years Operations Management experience;
- One (1) year experience in a Supervisor capacity.

2. Legal Support Officer (Grade 5)

Job Purpose

Reporting to the Legal Officer, the incumbent will be performing legal and secretarial duties to facilitate the achievement of the Agency's Mission, goals and objectives.

Key Responsibilities

- Receives, opens, sorts and distributes incoming correspondence, files and other materials;
- Populates the Agency's application tracking system where applicable;
- Prepares response from correspondence for signature;
- Makes photocopies, scan and email documents;
- Updates Manual Diary and electronic calendar to facilitate smooth and effective communication between the internal/external customers;
- Takes, screens and makes telephone calls;
- Develops and maintains a Filing System to facilitate easy access and retrieval;
- Follows up on files and correspondence leaving the Office;
- Provides prompt, efficient and effective delivery of support services;
- Requests stationeries for the Unit;
- Takes or transcribes Minutes of meetings or writes summary of Court proceedings;
- Drafts Court documents such as Acknowledgement of Service of Fixed Date Claim Form, Defence for applicable Court matters and causes same to be served on Counsel in the matter;
- Prepares weekly, monthly and quarterly Reports for the Legal Officer;
- Provides filing and document assistance;
- Conducts legal research on search engines such as LexisNexis regarding legal issues faced by the Registrar General's Department;
- Prepares legal opinions for review by Legal Officer;
- Analyzes and interprets case law and statutes;
- Conducts follow-ups on behalf of Legal Officer in relation to ongoing matters;
- Reviews and edits legal documents, such as Lease Agreements, Contractual Agreement etc;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of office procedures and practices
- Knowledge of office machines and equipment
- Knowledge of relevant computer applications
- Good oral and written communication skills
- Good organizing and management skills
- High level of accuracy and attention to details
- Discretion, for dealing with confidential information
- Knowledge of law and legal procedures
- Ability to perform legal research
- Knowledge of legal search engines and access to same
- Ability to determine work priorities
- Knowledge of research and analysis methods
- Proficient in the use of computer applications

Minimum Required Qualification and Experience

- Minimum requirements-Bachelor's Degree preferably in Law and/or Paralegal Certificate;
- Two (2) years related work experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 6th April, 2022 to:**

Director
Human Resource Management and Development
Registrar General's Department
Twickenham Park
St. Catherine

E-mail: hr.vacancies@rgd.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 'M. I. Tam', with a long, sweeping horizontal line extending to the right.

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