



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 173**  
**OSC Ref. C.6276<sup>13</sup>**

**28<sup>th</sup> April, 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 **vacant** post of **Records Officer (PIDG/RIM 3)** in the **Jamaica Fire Brigade**, salary range \$933,069 - \$1,109,126 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Senior Personnel Officer, the incumbent verifies and calculates the various Leave for staff within the Jamaica Fire Brigade and participates in the processing of separation benefits for employees from the Brigade.

**Key Responsibilities**

- Processes leave applications to determine eligibility;
- Computes and processes applications for Special Sick Leave, No-Pay, Maternity and Vacation Leave;
- Prepares Minutes seeking approval for officers to accumulate Vacation Leave beyond the maximum;
- Prepares letters to Accounts for payments in lieu of Vacation Leave;
- Advises staff of their Leave status;
- Informs the relevant personnel of approval of Leave and resumption dates;
- Participates in maintaining a Register of Officers proceeding on Leave;
- Participates in preparing Leave Rosters for all staff within the Jamaica Fire Brigade;
- Completes National Insurance Forms;
- Maintains the Nominal Roll for all members of staff;
- Advises Accounts Department of change of names and N.I.S. Numbers;
- Performs any other related duties that may be assigned.

**Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Sound interpersonal skills
- Good customer relations skills
- Good integrity/ethics exercised in the performance of duties
- Excellent knowledge of leave regulations,
- Proficiency in the relevant computer applications
- Sound judgement and initiative
- Sound planning and organizing skills

**Minimum Required Qualification and Experience**

- Four (4) GCE subjects O'Level passes at 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 Systems;
- Four (4) years' experience.

Applications, accompanied by résumés, should be submitted electronically, **no later than Wednesday, 11<sup>th</sup> May, 2022 to: [dirhr.jfb@cwjamaica.com](mailto:dirhr.jfb@cwjamaica.com)** or under confidential cover to:

**Director, Human Resource Management and Development**  
**Jamaica Fire Brigade**  
**c/o Brigade Headquarters**  
**The Domes**  
**85 Hagley Park Road**  
**Kingston 10**

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 'Merle I. Tam', with a long horizontal stroke extending to the right.

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