



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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19th 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 following **vacant** posts in the **Houses of Parliament**:

1. **Registrar (PIDG/RIM 4)**, salary range \$1,254,116 – \$1,490,750 per annum and any allowance(s) attached to the post.
2. **Driver (LMO/DR 1)**, salary range \$11,179 – \$13,288 per week and any allowance(s) attached to the post.

1. Registrar (PIDG/RIM 4)

Job Purpose

Under the direct supervision of the Director, Corporate Services, the incumbent is responsible for the effective and appropriate management of the Houses of Parliament's confidential records and providing access to records and information in order to improve the Organization's efficiency.

Key Responsibilities

Management/Administrative:

- Develops systems and procedures for Records and Information Management;
- Develops User Manual to guide users of the Registry's facilities;
- Guides the development of direct reports' Work Plans in alignment with the Strategic and Operational Plans;
- Prepares Annual and Quarterly Reports as required;
- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendations for required training and development programmes;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Participates in meetings, seminars or conferences as required.

Technical/Professional:

- Develops and maintains policies, plans, standards and procedures to control records, documents and data in compliance with established Records Management standards, in collaboration with the Director, Corporate Services;
- Analyzes records to determine their administrative usage, fiscal or historical value, and develops and implements appropriate management procedures;
- Devises the development of Databases and Electronic Systems in support of all records management functions and liaises with the Information Technology Branch in the design and use of such systems;
- Works with Sections/Branches to analyze information stored physically or electronically and assists them to develop storage solutions and systems;
- Ensures that a proper plan is in place for the proper storage and security of file and records in the event of natural disasters;
- Contributes to a reliable system for collecting and dispatching the Department's mail, in collaboration with the Facilities and Office Management Branch;
- Maintains a proper Recording System for incoming and outgoing correspondence;
- Maintains a computerized Database to facilitate tracking of dispatched correspondence requiring follow ups and ensures that the appropriate action is taken.

Required Knowledge, Skills and Competencies

- Excellent interpersonal skills
- Excellent planning and organizing skills
- Excellent oral and written communication and presentation skills
- Good research and analytical skills
- Ability to work on own initiative
- Possess high level of tact, confidentiality and diplomacy
- Knowledge of Records and Information Management Systems
- Knowledge of Registry principles and practices
- Proficiency in the use of relevant computer applications

Minimum Required Qualification and Experience

- Graduated from a recognized institution with a Certificate/Diploma in Records Management and two (2) years relevant experience;
- OR**
- 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**
- High School graduate with four (4) subjects at the CXC or GCE O'Level, including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to Records Management and/or area of operation, plus 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 Condition Associated with the Job

- Dusty environment.

2. Driver (LMO/DR 1)

Job Purpose

Under the general supervision of the Facilities and Office Manager, the incumbent will provide transportation services to the office, staff and visitors of the Houses of Parliament and will deliver mails and others documents to various organizations as required.

Key Responsibilities

- Delivers mails and packages to various organisations as required;
- Ensures that the Motor Vehicle Logbooks are properly maintained in accordance with the Government of Jamaica Motor Vehicle Policy;
- Ensures the safe and efficient operation of the motor vehicles, immediately reporting any defects or accidents to the Supervisor;
- Ensures that vehicles are securely parked when not in use;
- Presents vehicle for inspection to the Facilities and Office Manager at the end of each month or as required;
- Transports staff members as necessary;
- Liaises with the Facilities and Office Manager as required, on the implementation of arrangements related to the transportation of visitors and Senior Officials and VIPs;
- Transports furniture, equipment or materials as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Must be able to work under pressure
- Ability to operate commercial vehicles

Minimum Required Qualification and Experience

- Three (3) CXC/GCE O'Level subjects, including English Language;
- One (1) year related working experience;
- Knowledge of basic mechanics would be an asset.

Special Conditions Associated with the Job

- Will be required to work beyond regular working hours;
- Must be the holder of a valid General Driver's Licence and able to operate vehicles weighing a minimum of 7000lbs.

Applications accompanied by résumés should be submitted **no later than Monday, 2nd May, 2022 to:**

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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