



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 324 **OSC Ref. C. 5166⁷**

29th July, 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 Clerk (PIDG/RIM 1)** in the **Registry (Main), Office of the Services Commissions**, salary range \$655,604 – \$779,307 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Registrar (PIDG/RIM 4), enters personal data on the computer for employees in Ministries/Departments and Executive Agencies for easy retrieval by officers in order for the appropriate actions to be taken.

Key Responsibilities

- Records files to be brought up (BU's);
- Creates and maintains electronic files;
- Uploads and enters correspondence to the respective files;
- Searches for and locates files for distribution to the relevant officers;
- Puts away (PA) files;
- Relieves Receptionist when necessary;
- 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
- Fair judgement
- Good interpersonal skills
- Integrity and confidentiality

Functional:

- Good investigative skills
- Good problem-solving skills
- Good Records Management skills
- Proficiency in the use of the Computer

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.

Special Conditions Associated with the Job

- Dusty environment.

Applications accompanied by résumés should be submitted **no later than Friday, 12th August, 2022 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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