



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 318

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26th 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 be assigned to/fill the following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Senior Economist (SOG/ST 8) - (Not Vacant) - Policy, Planning, Projects and Research Division**, salary range \$2,555,681 - \$3,037,902 per annum and any allowance(s) attached to the post.
2. **Communications and Media Officer (MCG/IE 4) - (vacant) - Communications and Public Relations Unit**, salary range \$1,665,309 - \$1,979,529 per annum and any allowance(s) attached to the post.
3. **Records Officer 1 (PIDG/RIM 2) - (Not Vacant) - Food Storage and Prevention of Infestation Division**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.
4. **Records Officer 1 (PIDG/RIM 2) - (Not Vacant)** during the period **August 15, 2022 to September 30, 2022 - Human Resource Management and Development Branch**, salary range \$778,917 - \$925,888 per annum and any allowance(s) attached to the post.

1. Senior Economist (SOG/ST 8)

Job Purpose

Under the direct supervision of the Senior Director, Policy, Planning Projects and Research Division, the Senior Economist (SOG/ST 8) provides support in the formulation of policies/strategies relating to the Portfolio responsibility of the Ministry. The incumbent conducts economic research and ongoing analyses on sectors of relevance to the Portfolio of the Ministry.

Key Responsibilities

- Represents the Division on various committees/working groups;
- Represents Division/ Ministry at conferences/workshops/seminars;
- Liaises with the Ministry's/Divisions/Agencies re finalization of submissions for inclusion in various annual reports;
- Finalizes Divisional/Agencies/Ministry papers for inclusion in report for Budget presentation;
- Carries out research for preparation of Technical Reports/Briefs and responses to information requests from internal and external publics;
- Provides support in the formulation of research topics;
- Prepares Policy Briefs on a regular and systematic basis;
- Supports the Policy Team/Corporate Planner and all other Divisions in the development of the Ministry's Plans (strategic, operational and corporate);
- Reviews (editorial/quality control) and/or comment on various internal and external reports;
- Assists with the assessment of plans from Departments and Agencies for conformity with established policies, directives and overall strategic objectives;
- Compiles and analyses data to strengthen the capacity of statistical databases;
- Conducts verifications and background checks to ensure credibility and reliability of reports, etc.;
- Develops macro-economic modelling/research capabilities to facilitate monitoring/recommendations for Sectors such as energy and various aspects of commerce, under the Ministry's Portfolio;
- Assists in the monitoring and evaluation of projects undertaken by the Ministry and ensures reporting requirements are met;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Ministry's planning and policy development functions;
- Co-ordinates and prepares various reports for the Ministry;
- Provides assistance and support in the preparation of Ad-hoc reports.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good interpersonal skills
- Ability to exercise initiative and judgement
- Ability to work as part of a team
- Crossover skills
- Excellent quantitative skills
- Excellent problem-solving and analytical skills
- Good facilitation skills
- Good organizational skills
- Computer literacy – Microsoft Word, Excel, PowerPoint; statistical packages such as SPSS
- Flexibility in responding to shifting task priorities
- Ability to multitask

Minimum Required Qualification and Experience

- B. Sc. Degree in Economics, Management, Public Administration;
- Five (5) years working experience.

2. Communications and Media Officer (MCG/IE 4)

Job Purpose

Under the supervision of the Director, Communication and Public Relations, the incumbent will assist in developing the Communication Policy and Annual Public Relations Programme. The incumbent will produce news releases and features; assist in the co-ordination of media services to the Ministry, the co-ordination and monitoring of publications of the Ministry, the co-ordination of Ministry events e.g. press briefings, conferences; and in the preparation of speeches and development of electronic material on the work of the Ministry.

Key Responsibilities

Technical/Professional:

- Writes speeches/messages as directed;
- Prepares news releases/media advisories;
- Assists with development of the Ministry's Communication Policy;
- Assists with development and implementation of Ministry's Annual Public Relations Programme;
- Assists with formulation and implementation of Public Education Programmes for the Ministry and its related Agencies;
- Assists with the planning and organizing of major events hosted by the Ministry and its related Agencies;
- Conducts detailed research to be used as background information for speeches, messages and interviews;
- Writes News releases and articles on the work of the Ministry;
- Markets and promotes the Ministry's Websites;
- Assists with the creation of electronic material for the Ministry, e.g. website content;
- Performs other related functions assigned from time to time by the Permanent Secretary/the Director of Communications and Public Relations and/or other designated personnel.

Managerial/Administrative:

- Responds to written correspondence and enquiries received by the Ministry;
- Handles protocols outlining who speaks with whom, on what topics;
- Liaises with Office Management and the Information Communication Technology Unit to ensure communications equipment are procured, maintained and are accessible;
- Liaises with Office Management in the operations of the Media Centre;
- Liaises with Media houses to ensure contacts are kept up-to-date;
- Liaises with the Jamaica Information Service to ensure coverage of the activities of the Ministry;
- Accompanies Ministerial team at Special events, as required.

Human Resource:

- Attends Unit/ Ministry Staff Meetings;
- Assists with the development of Units Work Plan, Schedule etc.

Required Knowledge, Skills and Competencies

- Excellent presentation, oral and written communication skills
- Ability to work on own initiative
- Excellent time management, planning and organizing skills
- Excellent level of competence in script writing and production for radio and television
- Proficiency in the use of the Internet, windows operating systems and Microsoft applications, in particular Word and PowerPoint
- Ability to work and co-operate in teams

Minimum Required Qualification and Experience

- Bachelor's Degree in Mass Communications or Journalism;
- Minimum of three (3) years working experience in the field of Public Relations or a Communication-related environment;
- Knowledge of the local media.

Special Conditions Associated with the Job

- Tight deadlines and work outside of normal working hours including weekends and public holidays;
- The working environment can be stressful at times.

3. Records Officer 1 (PIDG/RIM 2)

Job Purpose

To assist in the implementation and maintenance of systems and procedures designed to ensure efficient management of the files and records within the Custody of the Registry.

Key Responsibilities

- Processes file and document requisitions from Ministry personnel;
- Retrieves and replaces files in accordance with established procedures;
- Maintains up-to-date records of all file movements;
- Maintains an effective File-Tracking System;
- Monitors and manages file loans;
- Makes photocopies of documents as required;
- Assists with the clearing of closed and inactive files;
- Ensures proper physical maintenance of files and shelves;
- Prepares monthly reports on file activities.

Required Knowledge, Skills and Competencies

- Exposure to established File Management Systems and procedures
- Knowledge of the operational procedures of Central Government
- Excellent interpersonal skills
- Client-focused
- Resourceful and reliable
- Sound Knowledge of Government Policies and Procedures

Minimum Required Qualification and Experience

- Four (4) GCE/CXC General Proficiency level passes including English Language and a numeric subject;
- Two (2) years working experience.

4. Records Officer 1 (PIDG/RIM 2)

Job Purpose

To assist the Records Officer 2 (PIDG/RIM 3), in the implementation and maintenance of Registry systems and procedures for efficient and effective file management within the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in ensuring that the objectives of the Registry are consistent with the overall objective of the Unit;
- Responds to queries and complaints regarding matters affecting the operations of the Registry;
- Ensures that requests for files, Service Record and or other personnel document are promptly responded to;
- Assists in monitoring the proper maintenance and handling of records;
- Ensures the maintenance of a record of file movement in and out of the Personnel Registry;
- Maintains a Confidential Registry;
- Receives, sorts and routes requested files to Officers;
- Maintains an accurate record of bring-up requests;
- Assists in the creation and maintenance of a Personnel Records Computer Databases.

Technical/Professional:

- Sorts and classifies correspondence for filing;
- Creates New Files within existing file Classification System;
- Makes photocopies of records for reference and other purposes;
- Assist in identifying, separating and documenting record schedule for destruction;
- Assist with the clearing of closed and inactive files from the Registry;
- Collates Statistical Data and assisting in the preparation of reports.

Other:

- Assists in updating and maintaining Attendance Registers;
- Assists in updating leave on absence cards;
- Assists with general leave administration as requested (Department and Sick Leave).

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Ability to work as part of a team
- Sound knowledge of established records management systems and procedures
- Knowledge of computer applications

Minimum Required Qualification and Experience

- Four (4) GCE/CXC General Proficiency level passes including English Language and a numeric subject;
- Training in Records Management;
- One (1) years working experience in the Registry;

Applications accompanied by résumés should be submitted **no later than Tuesday, 9th August, 2022 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment and Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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**