



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 431 **OSC Ref. C. 6555¹⁴**

7th October, 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 1)** in the **Documentation/Information and Access Services Unit, Ministry of Industry, Investment and Commerce**, salary range \$655,604 - \$779,307 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Registrar in the Documentation/Information and Access Services Unit, the Records Clerk provides operational support to ensure efficient records and mail management within the Ministry.

Key Responsibilities

Professional/Technical:

- Responds to request for files and other records;
- Creates new files;
- Maintains/updates minute/docket files;
- Reshelves files;
- Receives and records incoming correspondence;
- Dispatches/routes correspondence/mail to internal staff;
- Records and dispatches mail for external delivery.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good interpersonal skills
- Teamwork and co-operation
- Customer and Quality Focus
- Compliance
- Methodical/Organised
- Integrity
- Good problem-solving
- Ability to use Initiative
- Use of technology
- Adaptability

Critical/Functional/Technical:

- Knowledge of Records and Information Management
- Knowledge of the operations of Government
- Knowledge of the Ministry's policies and procedures
- Knowledge of ATI Act
- Knowledge of Archives Act

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 Condition Associated with the Job

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Friday, 21st October, 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