



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 436

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12th 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 be assigned to the post of **Registrar (PIDG/RIM 4) (Not Vacant) - Documentation, Information and Access Services Department**, in the **Ministry of Industry, Investment and Commerce**, salary range \$1,254,116 - \$1,490,750 per annum and any allowance(s) attached to the post.

1. Registrar (PIDG/RIM 4)

Job Purpose

To effectively co-ordinate mail, records and information management programmes through the Registry to support the Ministry's information and communication objectives in accordance with established procedures and regulations and, to provide guidance for the Ministry's Records Management Programme in its Divisions and Units.

Key Responsibilities

Management/Administrative:

- Develops in conjunction with the Director, plans and programmes for effective Records Management;
- Participates in the development of a Records Management Procedural Manual;
- Participates in the development of a Mail Management Procedural Manual;
- Develops a set of objectives and standards to guide the operations of the Registry;
- Participates in periodic reviews of the records and mail management operations of the Ministry;
- Develops work schedules and plans for Registry staff;
- Delegates and oversees the functions of reports;
- Convenes and participates in meetings relevant to the role and function of the Registry.

Technical/Professional:

- Analyzes incoming documents and ensures classification in accordance with established classification standards and systems;
- Establishes a system for the creation and amendment of files;
- Ensures proper maintenance of Registry files and secures custody of confidential and legal documents;
- Ensures establishment of a proper system for managing and monitoring access and loan of files. Ensures maintenance of the Computerized Tracking Systems for files and correspondence;
- Ensures timely repair of deteriorating indexes and files;
- Ensures purging of outdated and obsolete files;
- Develops in conjunction with appropriate personnel, a Disaster Preparedness Plan for the Registry and ensures the appropriate sensitization of Registry Staff;
- Ensures proper storage facilities for all Registry files and documents;
- Ensures the adequacy of mail and registry equipment and supplies and encourages conservation in the use of materials and supplies;
- Collaborates with the Transport Manager to ensure an efficient system of mail collection and delivery;
- Ensures proper maintenance of the Value Book used to account for the Ministry values received through the mail. Certifies values received and accounted;
- Promotes a Client-friendly Registry atmosphere and ensures the proper facilitation of the information needs of Ministry personnel and clients.

Human Resource:

- Participates in the recruitment and induction of Registry staff;
- Develops with the Director employee performance targets and motivates staff to optimum performance levels;
- Promotes the welfare and development of staff through preparation of Performance Appraisals, recommendations for appointment, promotion and training and leave;

- Initiates disciplinary proceedings where appropriate.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good organizational skills
- Good oral and written communication skills
- Good leadership skills
- Excellent interpersonal skills

Functional/Technical:

- Sound background in Records Management Systems
- Knowledge of the Access to Information Act
- Experience in Mail Management
- Working knowledge of standard computer applications
- Knowledge in the use of Information Management System
- Knowledge of established classification procedures and file retention rules

Minimum Required Qualification and Experience

- Graduation 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;
- 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 26th 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**