



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 452** **OSC Ref. C. 5166<sup>8</sup>**

20<sup>th</sup> 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 following **vacant** posts in the **Office of the Services Commissions (OSC)**:

1. **Registrar (PIDG/RIM 4) Registry (Main)**, salary range \$1,254,116 - \$1,490,750 per annum and any allowance(s) attached to the post.
2. **Paralegal Assistant (PLG/LS 5) Legal Services Unit**, salary range \$1,116,595 - \$1,327,281 per annum and any allowance(s) attached to the post.

#### 1. **Registrar (PIDG/RIM 4)**

##### **Job Purpose**

Under the general direction of the Director, ICT & Records Manager ensure the effective operation of the Registry by managing, co-ordinating and directing the work and staff in a professional and efficient manner.

##### **Key Responsibilities**

###### ***Management/Administration:***

- Updates and maintains Personnel Files for all Government Employees;
- Updates and maintains general files for all Ministries and Departments;
- Classifies all correspondence received from the various Ministries and Departments;
- Distributes correspondence received from the various Ministries and Departments to the appropriate Units;
- Ensures that all files are "Brought Up" (BU) and "Put Away" (PA) as requested on a daily basis;
- Assists in locating files;
- Creates Files;
- Ensures that the Registry has adequate office supplies;
- Rotates the staff within the Registry to ensure that each officer is cognizant of all aspect of Registry duties.

###### ***Human Resource Management:***

- Manages the welfare and development of direct reports through the preparation of Performance Appraisals and recommendations for required training and development programmes;
- Approves Sick and Departmental Leave of direct reports;
- Ensures that staff is aware of, and adheres to Organisational policies and regulations;
- Provides leadership to staff through objective setting and guidance;
- Recommends acting appointment and promotion of direct reports;
- Recommend disciplinary action where necessary in respect of direct reports;
- Provides guidance to staff through coaching, mentoring, training and providing assistance and support as needed;
- Performs any other related duties that may be assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

###### ***Core:***

- Excellent interpersonal skills
- Good oral and written communication
- Integrity/Ethics
- Confidentiality
- Customer and Quality Focus
- Teamwork and Co-operation
- Initiative

- Leadership skills
- Compliance

***Functional:***

- Excellent Records and Information Management Skills
- Good investigative skills
- Problem-solving skills
- Proficiency in the use of relevant computer applications
- Technical skills

**Minimum Required Qualification and Experience**

- Graduation from a recognized institution with a certificate/diploma in Records Management and two (2) years relevant experience;
- 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**

- Certificate in Supervisory Management;
- Training in Records and Information Management Systems;
- Five (5) years related working experience.

**OR**

- Training in Records and Information Management systems, procedures and practices and automated technologies as it relates to records management and/or the 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.

**Special Conditions Associated with the Job**

- Dusty environment

**2. Paralegal Assistant (PLG/LS 5)**

**Job Purpose**

The incumbent is responsible for providing paralegal support to the Senior Legal Officer by conducting legal research to support legal proceedings and with the preparations of legal submissions, affidavits and correspondences.

**Key Responsibilities**

- Examines and accept documents served on the OSC;
- Assists the Legal Officer in the preparation of cases for Court and other legal documents relevant to the OSC;
- Prepares legal documents and letters with respect to litigation and defence;
- Checks Court Files to ensure that documents on the files corresponds with the OSC's files;
- Liaises with the Attorney General's Chambers and other MDAs regarding matters submitted;
- Assists with gathering and analyzing research data, such as those pertaining the Public Service Regulations and the Constitution of Jamaica;
- Assists the Legal Officer with researches related to locating precedent cases at a legal Library;
- Receives and responds to telephone and email messages from clients;
- Liaises with the Registry in maintaining Filing System for the Legal Unit;
- Assists in preparing legal documents, including briefs, appeals, submissions, contracts, inter alia;
- Prepares draft responses to requests for information in keeping with the Access to Information Act;
- Prepares Quarterly Reports;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Sound Knowledge of the Laws of Jamaica, in particular the Constitution of Jamaica and the Public Service Regulations
- Knowledge of the current Staff Orders for the Public Service
- Knowledge of legal terminologies and principles
- Proficient use of the relevant computer applications

**Minimum Required Qualification and Experience**

- Four (4) CSEC/GCE O'Level subjects, inclusive of English Language and numeric subject;
- Certificate in Paralegal Studies;
- Three (3) years related working experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 2<sup>nd</sup> November, 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](mailto:hrm@osc.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**