



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 533 **OSC Ref. C.6495³**

7th December, 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 **Records Officer 2 (PIDG/RIM 3) – (Not Vacant)** in the **Organizational Development and Performance Management Unit, Institute of Forensic Science and Legal Medicine**, salary range \$1,753,837 – \$2,358,715 per annum and any allowance(s) attached to the post.:

Job Purpose

Reporting to the Director, Finance and Accounts, the Management Accountant is responsible for improving the financial capacity of the Institute of Forensic Science and Legal Medicine, in the mission to manage financial resources efficiently and effectively in accordance with the guidelines and policies of the Government of Jamaica.

Key Responsibilities

Administrative:

- Assists with co-ordinating Training and Orientation Sessions;
- Ensures that the objectives of the HRMD&A are consistent with the overall objective of the Unit;
- Responds to queries and complaints regarding matters affecting the operation of the Unit;
- Ensures that request for service and/or other personnel documents are promptly responded to;
- Prepares Work Plan in collaboration with the Director OD&PM for the Records Management Function and reviews, evaluates and makes recommendations on work products, methods, procedures, and policies;
- Prepares and submits reports/data on the Records Information Management Systems of the Unit as required;
- Maintains and manages an efficient and effective Human Resource Development and Performance Management Records and MyHr+ Database.

Technical/Professional:

- Sorts and classifies correspondence;
- Creates new files within existing Classification System;
- Processes file and documents requisitions from Institute personnel;
- Monitors all files and includes relevant enclosures;
- Retrieves and replaces files in line with established procedures;
- Processes incoming and outgoing correspondence;
- Maintains up-to-date records of file activities;
- Maintains an effective File-tracking System;
- Assists with the clearing of closed and inactive files.
- Prepares Monthly Reports and submits within the established timeline;
- Assists with inputting information into Myhr+ assigned.

Other:

Maybe required to:-

- Reliefs Telephone Operator/Receptionist as the need arise;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Client-focused
- Resourceful and reliable

- Team and results oriented

Technical:

- Exposure to established file management systems and procedures
- Working knowledge of central government's mail processing procedures
- Sound knowledge of established records management systems and procedures
- Sound knowledge of established records management systems and procedures
- Proficiency in the use of Microsoft Office Suits and other relevant computer applications and systems

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy subject and 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;
- Five or more (5+) years' experience in the particular field.

Applications accompanied by résumés should be submitted **no later than Tuesday, 20th December, 2022 to:**

**Director
Human Resource and Welfare Management (Acting)
Institute of Forensic Science and Legal Medicine
2½ Hope Boulevard
Kingston 6**

Email: vacancies@ifslmja.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**