



**CIRCULAR No. 544**  
**OSC Ref. C. 6555<sup>14</sup>**

3<sup>rd</sup> January, 2023

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 following posts in the **Ministry of Industry, Investment and Commerce (MIIC)**:

1. **Records Officer (PIDG/RIM 2) (Not Vacant) - Human Resource Management and Development Branch** salary range \$1,370,094 - \$1,842,625 per annum and any allowance(s) attached to the post.
2. **Attendant/Cleaner (LMO/TS 1) (Not Vacant) - Office Management and General Services Branch**, salary range \$14,567 - \$19,591 per week.

1. **Records Officer (PIDG/RIM 2)**

**Job Purpose**

To assist the Records Officer (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.

***Professional/Technical:***

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

**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 Archives Act

**Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

## 2. **Attendant/Cleaner (LMO/TS 1)**

### **Job Purpose**

Under the supervision of the Office Services and Fleet Manager (GMG/SEG 1), Attendant/Cleaner (LMO/TS 1) is responsible for providing support services by cleaning, dusting and maintaining the office, office furniture and its environs. The incumbent is also responsible to prepare and serve refreshments and water.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Cleans offices (sweep, mop and vacuum) floor;
- Washes and sanitizes bathrooms;
- Disposes waste from bins;
- Serves refreshment and water;
- Delivers mails and memos;
- Assists with making photocopies of documents;
- Performs any other related duties that may assigned by the Director Office Services and Transportation as requested.

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

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

- Good oral and written communication skills
- Strong customer and quality focus skills
- Good interpersonal skills
- Teamwork and co-operation
- Ability to use own initiative

#### ***Technical:***

- Ability to clean and organize office
- Good housekeeping skills
- Ability to understand and follow instructions
- Knowledge of the operations of Government/Ministry's policies and procedures
- Care of Government inventory/assets

### **Minimum Required Qualification and Experience**

- Completed Secondary School Education with the ability to read and write;
- One (1) year related experience;

### **Special Condition Associated with Job**

- Exposure to dust and chemicals.

Applications accompanied by résumés should be submitted **no later than Monday, 16<sup>th</sup> January, 2023 to:**

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

Email: [hrm@miic.gov.jm](mailto: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**