



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 61**  
**OSC Ref. C.4858<sup>44</sup>**

**3<sup>rd</sup> February, 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 post of **Records Officer 2 (PIDG/RIM 3) – (Not Vacant)** in the **Facilities and Property Management Branch, Ministry of Agriculture and Fisheries**, salary range \$1,753,837 - \$2,358,715 per annum.

**Job Purpose**

Under the direct supervision of the Transport Manager (GMG/SEG 1), the Records Officer 2 (PIDG/RIM 3) provides administrative support in the licensing of motor vehicles and the preparation of payment vouchers. This incumbent is also responsible for the maintenance of the Petty Cash Imprest.

**Key Responsibilities**

- Prepares payment vouchers for contracted work undertaken on motor vehicles;
- Prepares motor vehicle documents and confirms that the vehicles are licensed and fit for the road;
- Maintains the Petty Cash Imprest for the Unit;
- Receives and distributes motor vehicle service parts for maintenance of motor vehicle;
- Receives and distributes Log Books;
- Updates and maintains motor vehicle files;
- Stores supporting motor vehicle documents;
- Assists with the dispatching and booking of fleet vehicles;
- Assists with the preparation of Accident Reports;
- Follows up with Accounts to verify payment for contracted work;
- 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
- Strong customer and quality focus skills
- Sound planning and organizing skills
- Ability to work in a team
- Good problem-solving and decision-making skills
- Methodical

***Technical:***

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Records Management
- Knowledge of Basic Accounting

**Minimum Required Qualification and Experience**

- 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 the area of operation;
- Five or more (5+) years' experience in the particular field.

**Special Condition Associated with the Job**

- Possible exposure to dust.

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

Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture and Fisheries  
Hope Gardens  
Kingston 6

Email: **jobopportunities@moa.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