



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 145
OSC Ref. C. 5849¹²

28th March, 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 fill the **vacant** post of **Records Clerk (PIDG/RIM 1)** in the **Ministry of Legal and Constitutional Affairs**, salary range \$1,124,500 - \$1,512,328 per annum.

Job Purpose

Under the general direction of the Chief Parliamentary Counsel, the incumbent annotates the Laws of Jamaica, the Subsidiary Legislation, Road Traffic Regulations and updates the Guide to the Subsidiary Legislation.

Key Responsibilities

- Annotates the Laws of Jamaica (29) volumes;
- Annotates the Subsidiary Legislation – (16) Volumes;
- Annotates the Road Traffic Regulations, 1938;
- Updates the Guides to the Subsidiary Legislation;
- Sorts and files the Jamaica Gazettes;
- Updates Stationery Inventory/Maintains Inventory;
- Assists the Administrator to conduct stock-taking;
- Distributes stationary and supplies, etc.;
- Assists the Registrar to ensure that file Minute Sheets are updated.

Required Knowledge, Skills, and Competencies

- Excellent time management skills
- Excellent oral and written communication skills
- Computer literacy

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level Subjects, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

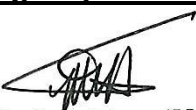
Applications accompanied by résumés should be submitted **no later than Wednesday, 12th April, 2023 to:**

**Manager, Human Resource and Administrator
Office of the Parliamentary Counsel
Ministry of Legal Constitutional Affairs
61 Constant Spring Road
Kingston 10**

Email: opchrm@moj.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**