



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No.184**  
**OSC Ref. C.6555<sup>15</sup>**

**25<sup>th</sup> April, 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. **Information Technology Officer (MIS/IT 4) (Pay Band 7) (Vacant)** Salary range: \$3,094,839 - \$4,162,214 per annum.
2. **Records Clerk (PIDG/RIM 1) (Pay Band 3) (Vacant)** Salary Range: \$1,272,269-1,711,060 per annum.

**1. Information Technology Officer (MIS/IT 4)**

**Job Purpose**

Under the direct supervision of the Senior Food Storage Scientist (TIU), the Information Technology Officer (MIS/IT 4) is responsible for providing Information, Technology, and administrative support to ensure that the Division's objectives are met.

**Key Responsibilities**

**Management/Administrative**

- Assists in the conduct of risk assessment to identify user vulnerabilities and make recommendations to the System Administrator;
- Assists in the monitoring of network and its components to prevent activities that could compromise the network;
- Attends meetings and events, as required by the Division/Ministry;
- Administers in-house training of staff;
- Compiles and builds reports on Statutory Notices and certified food establishment;

**Technical Professional**

- Provides end-user support to staff;
- Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the various database applications held by Divisions in the Ministry;
- Resolves database performance and capacity issues, replication, and other distributed data issues;
- Assists with the installation and configuration of computers and printers for use on the network and provides support for system problems and issues, as required;
- Manages the ISO-required maintenance schedule for computers and printers;
- Provides multimedia support for FSPID's in-house filming/photography, as required;
- Provides technical support for FSPID's in-house and outside activities, such as conferences, seminars, workshops, and EXPOs, as required.

**Required Knowledge, Skills, and Competencies**

**Core:**

- Good oral and written communication skills
- Goal oriented
- Good judgment
- Good customer service
- Integrity/ethics
- Teamwork
- Initiative and creativity
- Good time management

**Technical:**

- Web design and web programming skills Knowledge of network operating systems
- Excellent knowledge of PC repair techniques
- Good troubleshooting and problem solving skills
- Be capable of working independently with minimum direct supervision
- Good time management

**Minimum Required Qualification and Experience**

- Bachelor of Science Degree in Computer Studies/Information Technology or related field.
- A minimum of two to three (2-3) years' experience.

**2. Records Clerk (PIDG/RIM 1)****Job Purpose**

To provide general customer service support for all clients and ensure the front desk operate efficiently and assist the Records Officer to maintain systems and procedures designed to ensure efficient management of the files and records within the custody of the Registry.

**Key Responsibilities****Technical/Professional:**

- Processes file and document requisitions from Ministry Personnel;
- Retrieves and replaces files in accordance with established procedures;
- Maintains up-to-date records of all file movements;
- Maintains an effective file-tracking system;
- Monitors and manages file loans;
- Assists with the clearing of closed and inactive files;
- Ensures proper physical maintenance of files and shelves;
- Prepares Monthly Reports on file activities.

**Required Knowledge, Skills, and Competencies**

- Exposure to established file management systems and procedures
- Knowledge of the operational procedures of Central Government
- Excellent interpersonal skills
- Client-focused
- Resourceful and reliable

**Minimum Required Qualification and Experience**

- (4) GCE/CXC General Proficiency level passes including English Language and a numeric subject.
- On-the-job training in Records and Information Management.
- Two (2) years working experience

Applications accompanied by résumés should be submitted **no later than Friday, 8<sup>th</sup> May, 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.**

A handwritten signature in black ink, appearing to be 'MT', with a long, sweeping horizontal line extending to the right above the signature.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**