



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 170
OSC Ref. C.4858⁴⁴

18th 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 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 Monday, 1st May, 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