



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 257

OSC Ref. C.6555¹⁵

8th June, 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 Officer 2 (PIDG/RIM 3) in the Food Storage & Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$1,984,305 - \$2,668,670 per annum.

Job Purpose

Under the direction of the Office Manager (GMG/AM 3), the Records Officer 2 (PIDG/RIM 3) issues chemicals, equipment, and stationery, and conducts stocktaking of furniture and equipment.

Key Responsibilities

Technical and Professional

- Maintains store ledger(s);
- Cross-references ledger entries and goods received;
- Inventories newly acquired items and furniture and maintains inventory;
- Keeps store ledger up to date and issues chemicals, stationery and equipment;
- Collects goods from suppliers and loads and unloads vehicles;
- Checks prices and quality of goods;
- Processes goods and services ordered;
- Orders and processes goods and services for the smooth running of the Food Storage and Prevention of Infestation Division (FSPID);
- Conducts stocktaking to reflect stock balances;
- Issues stationery, chemicals, and equipment;
- Performs other related duties assigned from time to time.

Required Knowledge, Skills, and Competencies

Core

- Good interpersonal skills
- Good oral and written communication skills
- Good organization skills
- Good teamwork and co-operation skills
- Good customer and quality focus skills
- Good planning and organizing skills

Technical

- Sound knowledge of Inventory/Supplies Management
- Good knowledge of the operations of Government/ Knowledge of the Ministry's Policies and Procedures
- Good knowledge of the GOJ Procurement guidelines
- Sound knowledge of GOJ Records Management policies, procedures, and practices
- Good accounting background
- Proficient in the relevant computer applications

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level including English Language and a numeracy 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 21st June, 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

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**