



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 368** **OSC Ref. C. 6555<sup>15</sup>**

**15<sup>th</sup> September, 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 (PIDG/RIM 2) – (Not Vacant)** in the **Department of Co-operatives and Friendly Societies, Ministry of Industry, Investment and Commerce**, salary range \$1,550,136 - \$2,084,761 per annum.

### **Job Purpose**

Under the direct supervision of the Administrator, the Records Officer is responsible to strategically and systemically manage the Registry. The incumbent safeguards, organizes and store the Department files and records of the various Societies such as Industrial and Provident Societies, Friendly/Benevolent Societies, Co-operatives and Charitable organization.

### **Key Responsibilities**

#### ***Technical:***

- Manages and secures stored files;
- Files correspondences, indexes and categorizes correctly;
- Maintains general, annual, arbitration, liquidation, third copy and fax copy files;
- Files the Annual Returns and Financial Statements received from Industrial and Provident Societies and Charitable organizations;
- Stamps all incoming mails and records in electronic logging database;
- Encloses and numbers correspondence on file;
- Logs schedules for Co-operative Societies (Credit Unions) Annual General Meeting in Log Book;
- Provides the Information Technology (IT) Unit with the quarterly figure for Arbitration Cases;
- Provides the IT Unit with updated records;
- Facilitates external telephone calls in relation to the Societies;
- Maintains Electronic and Manual Register;
- Logs files in and out of Record Book (manually);
- Opens new files;
- Locates files and dispatches files to officers;
- Tracks the movement of files;
- Prepares mails for dispatching;
- Maintains the stock flow of the Registry;
- Maintains Record Bring-up System;
- Inputs data on the Electronic File Logging Database;
- Provides feedback via telephone to external customers about the status of various Charitable Organizations;
- Copies Societies files for out station offices (Montego Bay and Mandeville);
- Maintains miscellaneous files.

#### ***Human Resource:***

- Monitors and evaluates the performance of directs reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to Division's and Organization's goals.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Compliance
- Strong customer and quality focus skills
- Methodical
- Analytical Thinking
- Ability to use own initiative
- Good organizing and planning skills
- Goal/results oriented

### ***Functional/Technical:***

- Knowledge of the operations of Government/Ministry's policies and procedures
- Knowledge of office operations and practices
- Knowledge of Records Management practices
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good Report writing skills

## **Minimum Required Qualification and Experience**

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 28<sup>th</sup> September, 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.**



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