



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 477
OSC Ref. C. 4858⁴⁶

9th November, 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 1 (PIDG/RIM 2) in the Facilities and Property Management Branch (Security, Energy & Emergency Management Section), Ministry of Agriculture, Fisheries and Mining**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Under the direct supervision of the Manager, Security, Energy & Emergency Management (GMG/SEG 2), the Records Officer 1 (PIDG/RIM 2), is responsible for providing administrative support and general services to enhance the effectiveness of the Unit's various functions.

Key Responsibilities

Administrative/Management:

- Maintains records of Energy Conservation Programmes;
- Assists telephone technicians in locating direct lines and extensions for repairs;
- Issues items for the provision of refreshments for official meetings;
- Checks utility bills and informs supervisor of outstanding bills;
- Monitors and ensures that all bills are paid on time to avoid disconnection;
- Maintains Register for all utility companies;
- Maintains a confidential Register for all direct lines;
- Reconciles payments to utility companies and informs supervisor of missing bills;
- Examines and evaluates records to develop new or improved methods for efficient handling, protection and disposal of records and information;
- Classifies and indexes records;
- Compiles information and data for various reports;
- Inspects files to ensure that they are updated;
- Participates in the annual inventory of records;
- Processes and transfers records for inactive storage or destruction;
- Recommends changes or modifications in procedures.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills.
- Good problem-solving and decision-making skills.
- Good oral communication skills.
- Good written communication skills.
- Good customer and quality focus skills.
- Good planning and organising skills.
- Excellent teamwork and cooperation skills

Technical:

- Knowledge of Records Management.
- Knowledge of Office Procedures.
- Good knowledge of the operations of Government and knowledge of the Ministry's policies and procedures.
- Knowledge of office/inventory management.
- Good records management skills.
- Good understanding and familiarity with systems and information security.
- Proficiency in the use of relevant software applications.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects including English Language and a Numeric subject.
- At least one (1) year working experience at the PIDG/RIM Level 2.

Specific Conditions Associated with the Job

- Possible exposure to dusty environment.
- Working under pressure to obtain information for clients.
- Sometimes required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 22nd November, 2023 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
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