



## Office of the Services Commissions

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### **CIRCULAR No. 132** **OSC Ref. C. 6555<sup>17</sup>**

**13<sup>th</sup> March, 2024**

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 Clerk 1 (PIDG/RIM 1)** in the **Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$1,272,269 - \$1,711,060 per annum.

#### **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**

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject plus on-the-job training in Records and Information Management.


Applications accompanied by résumés should be submitted **no later than Tuesday, 26<sup>th</sup> March, 2024 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.**



M. Greene (Mrs.)  
for Chief Personnel Officer