



CIRCULAR No. 164
OSC Ref. C.4515⁴

18th April, 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/be assigned to the following posts in the **Supreme Court's Office**:

1. **Records Officer (PIDG/RIM 2) (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Secretary (OPS/SS 2) (Vacant)**, salary range \$1,439,455 – \$1,935,907 per annum.

1. Records Officer (PIDG/RIM 2)

Job Purpose

Under the direction of the Human Resource Officer, the incumbent provides administrative support to the Human Resource Management Division in the Supreme Court, ensuring that all leave applications are processed and leave records are up-to-date.

Key Responsibilities

- Prepares response to leave applications for all categories of staff;
- Advises internal and external Divisions and Officers of staff resumption;
- Updates leave computation for staff being separated from the service (resigned, retired or terminated);
- Updates Vacation, Departmental and Sick Leave records;
- Computes leave and prepares cover letter for submission to relevant agencies when necessary;
- Prepares or requests leave particulars from respective entities in relation to transferred/assigned staff;
- Prepares submission to the CAD for approval in respect of No-pay Leave, accumulation and Special Sick Leave;
- Maintains and updates leave of absence records for all members of staff;
- Monitors Attendance Registers and compiles Attendance/Punctuality Reports on a monthly basis;
- Conducts leave audits monthly/yearly to identify officers who have reached their respective leave maximum and advise them accordingly;
- Prepares annual Vacation Leave and Departmental Leave rosters for the Supreme Court;
- Sorts, classifies and files correspondence to appropriate file;
- Updates Minute Sheets on personal and general files;
- Periodically inspects files to ensure they are up-to-date and established procedures are adhered to in processing records;
- Removes inactive files and take them to relevant filing areas;
- Updates staff list on a regular basis;
- Performs other related duties that may be assigned by Supervisor.

Required Knowledge, Skills and Competencies

Core:

- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to use initiative and manage own time
- Ability to analyze and solve problems
- Ability to work in a team;
- Excellent customer service skills
- Excellent interpersonal relation skills

Technical

- Sound knowledge of Staff Orders and Public Service Regulations;
- Sound knowledge of Human Resource principles and practices

- Good knowledge of the organization's policies, procedures and mandate;
- Good communication i.e. oral, written and presentation skills;
- Proficient in the use of relevant Computer Applications

Minimum Required Qualification and Experience

- Five (5) CXC/GCE subjects; including English Language, Mathematics or Accounts
- One (1) year related experience in the area.

2. Secretary (OPS/SS 2)

Job Purpose

Provides administrative and secretarial support to the Senior Human Resource Officer, and any other service which may be required for the efficient operations of the Human Resource Unit.

Key Responsibilities

Administrative

- Types, proofread letters, forms and reports for supervisor's review and signature;
- Reviews, verifies and routes correspondence, reports and transcripts documents to relevant offices or officers;
- Drafts letters and documents, collects and analyzes information for Supervisor's signature; Processes and distributes confidential and sensitive documents;
- Records meeting discussions and transcripts notes of the meeting;
- Receives, screens and directs telephone calls for Supervisor;
- Prepares and disseminates correspondence, memorandum, forms and reports;
- Manages and controls information flowing into and out of the Unit;
- Establishes and maintains a correspondence log for documents moving in and out of the office;
- Utilizes initiative to prepare draft responses to correspondence which may require urgent attention;
- Prepares approved temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to Office of the Services Commissions (OSC) and Registrar for approval;
- Advises employees and the relevant offices of the Office of the Services Commissions' decisions for acting appointments, temporary employment, promotions, appointments, resignations and termination, and ensures the Salaries Unit is advised to effect payments or cessation of payments;
- Prepares Agenda for meetings, organises relevant materials, documents and all related logistics;
- Records, reproduces and circulates minutes of meetings to relevant stakeholders in accordance with established guidelines;
- Updates Supervisor on pending assignments;
- Assists with the preparation and coordination of recruitment, selection and orientation of new staff, such as:
 - Preparing the shortlisting matrix and submitting to supervisors to shortlist candidates for interviews and assessment;
 - Assisting with the application process, by downloading resumes and preparing shortlisting matrix.
 - Assisting with collecting and copying employment documents of selected candidates and issue relevant employment forms
 - Assisting with the preparation of outcome reports and Memorandum to Registrar for approval of employments/assignments
 - Assist with the submission of temporary employment letters to Office of the Services commissions
 - Assist with the orientation of new staff by giving tours and introduction to various Department/Division and Heads of Sections
- Liaises with relevant offices to obtain information and following-up on delegated assignments;
- Establishes and maintains a filing system for correspondence and files;
- Establishes and maintains a system for the control of confidential files that allows for security, and speedy retrieval of documents/information in accordance with established standards.
 - In consultation with supervisor maintain diary by keeping and/ or making tentative appointments;

- Provides general information to internal and external customers/clients;
- Assist with the requisition and distribution of the Units stationery;
- Maintains office supplies by checking stocks, placing and expediting orders;
- Maintains a system that allows for follow-up of activities being processed to completion.
- Receive/hosts visitors to the Senior Human Resource Officer.
- Undertakes assignments specific to the Unit

Required Knowledge, Skills and Competencies

Core

- Excellent time management skills
- Excellent interpersonal skills
- Excellent oral and written communications skills
- Knowledge of office practices and procedures.
- Proficient in use of computer applications especially Microsoft Office Suite (Word, Excel, Power Point)
- Ability to exhibit a high level of initiative.
- Sound personal and professional integrity and confidentiality;
- Sound judgement & decision-making skills;
- Basic research skills
- Demonstrated initiative;
- Results-oriented;
- Teamwork and co-operation skills;
- Highly results, customer service and quality oriented;
- Sound judgement and problem-solving skills
- Attention to details and ability to work under extreme pressure

Minimum Required Qualification and Experience

- Five (5) CXC/GCE 'O' Level English Language, Mathematic and Information Technology; successful completion of the prescribed course of study at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years general office experience.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 1st May, 2024 to:**

**Senior Human Resource Officer
Human Resource Department
Supreme Court
Kings Street
Kingston**

Email: hrd@jamaicajudiciary.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**

