



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 365**

### **OSC Ref. C. 6655<sup>18</sup>**

**17<sup>th</sup> September, 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 Senior Records Officer (PIDG/RIM 3) in the Corporate Services Division, Independent Commission of Investigations (INDECOM) - (Headquarters)**, salary range \$2,190,302 - \$2,945,712 per annum.

### **Job Purpose**

Under the supervision of the Registrar, the Senior Records Officer assists with maintaining and coordinating the Commission's records, mail and file management system. The incumbent is responsible for the day-to-day operations of the records management function and provides advice and supports the Registrar in the processing of incoming and outgoing correspondence and files; maintaining a classification system and maintaining and securing confidential files.

### **Key Responsibilities**

- Operates and maintains the Records, Library, Mail Management and Information Systems, including the creation, receipt, storage, retrieval and disposition of files and books;
- Oversees the identification and capturing of records into a record keeping system by classifying, barcoding and indexing records and files and maintaining indexes in files;
- Participates in the development and managing the implementation of short-term and long-term records and documents management strategy, policy and procedures, to ensure that they comply with requirements resulting from legislation, audit rules and other relevant regulations;
- Assists in responding to requests under the Access to Information Act;
- Reconciles Registry physical database with electronic database;
- Ensures records, including library contents, are readily available and are compliant with Records Management policies and procedures;
- Assists with conducting audits/inventory exercises in collaboration with the Registrar;
- Disposes of records in a secure manner and in accordance with relevant Government and accounting regulations;
- Ensures that electronic and physical files and documents are updated, maintained and their movement tracked, following established procedures within the required timeframe;
- Ensures that documents and other material of historical significance and importance are preserved and made accessible through available technology in digital format;
- Facilitates, upon request, access to reference materials to include electronic databases, Government Gazettes, newspapers, reports, journals, encyclopedias, dictionaries, textbooks etc.;
- Ensures electronic records, changes and additions are identifiable through audit trails;
- Assists with securely maintaining records and files to prevent unauthorised access, alteration, damage or removal;
- Recommends and, on approval, implements policy changes.

### **Required knowledge, Skills and Competencies**

- Be responsive to changing requirements and priorities and be able to adapt to unpredictable circumstances;
- Shares the Commission's values, mission and vision;
- Excellent customer service skills;
- Excellent computer related skills, including word processing, spreadsheet and database management applications;
- Excellent organizational and file management skills;
- Excellent interpersonal and social skills;
- Excellent time management skills;
- Excellent oral and written communication skills;

- Good attention to detail and accuracy in the work product;
- Good problem-solving skills;
- Excellent leadership and team building skills;
- Ability to meet performance and deadline-driven output standards.

#### **Minimum Required Qualification and Experience**

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

#### **Special Conditions Associated with the Job**

- May be required to do some amount of lifting, climbing, bending, stooping and walking;
- Normal office conditions but may be exposed to some amount of dust;
- Agreeable working conditions;
- Must be willing to work outside of the regular office hours, when required.

Applications accompanied by résumés should be submitted **via email no later than Monday, 30<sup>th</sup> September, 2024 to:**

**Manager, Human Resources  
The Independent Commission of Investigations (INDECOM)  
1 Dumfries Road  
Kingston 10**

Email: [hrd@indec.com.jm](mailto:hrd@indec.com.jm)

Please note that only short-listed 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**