



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

Website: www.osc.gov.jm

CIRCULAR No. 414 **OSC Ref. C.6555¹⁸**

16th October, 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 Officer 2 (PIDG/RIM 3) in the Food Storage and Prevention of Infestation Division, Ministry of Industry, Investment and Commerce**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the direction of the Office Manager, the Records Officer 2 issues chemicals, equipment, and stationery and conducts stocktaking of furniture and equipment.

Key Responsibilities

Technical/Professional:

- Maintains store ledger(s);
- Cross-references ledger entries and goods received;
- Inventories newly acquired items and furniture and maintains inventory;
- Keeps store ledger up to date and issues chemicals, stationery and equipment;
- Collects goods from suppliers and loads and unloads vehicles;
- Checks prices and quality of goods;
- Processes goods and services ordered;
- Orders and processes goods and services for the smooth running of the Food Storage and Prevention of Infestation Division (FSPID);
- Conducts stocktaking to reflect stock balances;
- Issues stationery, chemicals and equipment;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal skills;
- Good oral and written communication skills;
- Good teamwork and co-operation skills;
- Good customer and quality focus skills;
- Good planning and organizing skills.

Technical:

- Sound knowledge of Inventory/Supplies Management;
- Good knowledge of the operations of Government/Ministry's policies and procedures;
- Good knowledge of the GOJ Procurement guidelines;
- Sound knowledge of GOJ Records Management policies, procedures and practices;
- Good accounting background;
- Proficient in the relevant computer applications.

Minimum Required Qualification and Experience

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

- Handles hazardous chemicals;

- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30th October, 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

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**