



Office of the Services Commissions

(Central Government)
Ministry of Finance and the Public Service Building
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CIRCULAR No. 456 **OSC Ref. C. 5166⁸**

19th November, 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 be assigned to the post of **Records Clerk (PIDG/RIM 1) – (Not Vacant)** in the **ICT and Records Management Unit, Office of the Services Commissions**, salary range \$1,439,455 – \$1,935,907 per annum.

Job Purpose

Under the direction of the Registrar, the Records Clerk enters personal data on the computer for employees in Ministries/Departments and Executive Agencies for easy retrieval by officers in order for the appropriate actions to be taken.

Key Responsibilities

- Records files to be brought up (BU's);
- Creates and maintains electronic files;
- Uploads and enters correspondence to the respective files;
- Searches for and locates files for distribution to the relevant officers;
- Puts away (PA) files;
- Relieves Receptionist, when necessary;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills;
- Fair judgement;
- Good interpersonal skills;
- Integrity and confidentiality.

Functional:

- Good investigative skills;
- Good problem-solving skills;
- Good Records Management skills;
- Proficiency in the use of the Computer.

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.

Special Condition Associated with the Job

- Dusty environment.

Applications accompanied by résumés should be submitted **no later than Wednesday, 27th November, 2024 to:**

Director, Human Resource Management and Development
Office of the Services Commissions (Central Government)
30 National Heroes Circle
Kingston 4

Email: hrm@osc.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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