



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 5 **OSC Ref. C.4858⁵¹**

8th January, 2025

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 Officer 2 (PIDG/RIM 3) – (Not Vacant)** in the **Transport and Fleet Management Unit (Hope Gardens, Kingston), Ministry of Agriculture, Fisheries and Mining**, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

Under the direct supervision of the Transport Manager, the Records Officer 2 provides administrative support in the licensing of motor vehicles and the preparation of payment vouchers. The incumbent is also responsible for the maintenance of the Petty Cash Imprest.

Key Responsibilities

- Prepares payment vouchers for contracted work undertaken on motor vehicles;
- Prepares motor vehicle documents and confirms that the vehicles are licensed and fit for the road;
- Maintains the Petty Cash Imprest for the Unit;
- Receives and distributes motor vehicle service parts for maintenance of motor vehicle;
- Receives and distributes Log Books;
- Updates and maintains motor vehicle files;
- Stores supporting motor vehicle documents;
- Assists with the dispatching and booking of fleet vehicles;
- Assists with the preparation of Accident Reports;
- Follows up with Accounts to verify payment for contracted work;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Strong customer and quality focus skills
- Sound planning and organizing skills
- Teamwork and co-operation
- Good interpersonal skills
- Good problem-solving and decision-making skills
- Methodical

Technical:

- Good knowledge of the operations of Government/Ministry's policies and procedures
- Sound knowledge of Records Management
- Knowledge of Basic Accounting

Minimum Required Qualification and Experience

- High School graduate with four (4) subjects at the CXC or GCE 'O' Level, including English Language and Mathematics/Accounts;
- Training in Records and Information Management Systems, Procedures and Practices and Automated Technologies;
- Five or more (5+) years' experience in the particular field.

Special Condition Associated with the Job

- Possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Tuesday, 21st January, 2025 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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**